

# American Tapestry Alliance

PO Box 28600 San Jose, CA 95159-8600 [www.americantapestryalliance.org](http://www.americantapestryalliance.org)



## Tapestry Topics Guidelines

Deadlines: January 15 - April 1 - July 15 - October 1

### Articles:

The maximum length is 2000 words; most articles are closer to 1,000.

An e-mail or phone call to the editor at any stage of the writing is welcomed and advisable if you are unsure about fitting the guidelines. [lerees@comcast.net](mailto:lerees@comcast.net) or 541-338-8284.

### Format:

Text should be submitted as an MS Word document (preferable) or an AppleWorks attachments.

Reference material should be documented in a bibliography, do not use footnotes.

Align titles and text body to left margin.

Do not use section breaks, bullets or other formatting than standard punctuation.

### Content:

Of most importance is to provide an informative account that is easily read and accurate.

All articles will be subject to editing for size requirements and clarity.

Quotations should be within the text body, not as epigraphs, because of the tight space restrictions of a newsletter.

### Reviews:

Exhibition reviews (preferred length 1,000 words) should describe the show with insight and critical observations. The review should present a clear picture of what the viewer experiences. Give accurate information about the gallery including name and location. Also give details about the exhibit as to number of artists included, number and general size of the work, and a general descriptive sense of the style and character of the work. Are the pieces pictorial, geometric, traditional in weave structure or maybe embellished? What strikes the viewer most.

In the process of visiting the exhibit, make sure to thank the gallery staff, especially the owner if available, for having the show and mention to them that the exhibit is being reviewed for the newsletter. Find out if they have many fiber exhibits and what the public's response to this showing is.

### Images:

Photo limit of 5 unless arrangements are made with the editor.

Scanned images should be at 300 dpi or approximately 1,100 pixels in largest dimension.

Send as JPEG file labeled with your last name and title of work.

Photographs or slides should be in color because they go on the web site as well as the printed version.

### Captions

Send an email with a caption list of submitted images and put your last name and captions (Doe Captions) in the subject line or if a CD is sent, include a caption list. All captions should use the following format

List in the following order: **First & last name, TITLE height x width, date** and any other commentary such as materials, then **photographer** if not by the artist.

**Send to:** Linda Rees, Newsletter Editor, Digital images preferred: e-mail: [LERees@comcast.net](mailto:LERees@comcast.net).

If necessary, mail photographs, slides or articles on CD to: 1507 Elkay Drive, Eugene OR 97404