

Everything you need to know about Submitting to The Flow® Magazine

From the desk of Maureen James (TheFlow.Maureen@gmail.com), publisher of The Flow®

The Flow® is always on the lookout for innovative techniques and artwork to feature. We continually strive to make The Flow® a magazine that lampworkers will turn to time and time again for the latest and best information regarding their lampworking and general glass needs, and we welcome your contribution to this process. You can find all of the guidelines on these pages that you need to follow when preparing your article for submission to The Flow®. Please examine them carefully. I look forward to reviewing your artwork for the pages of our upcoming issues.



EDITORIAL FORECAST

Spring 2023: Nature

Deadline: December 1, 2022

Release Date: March 16, 2023

Summer 2023: Vessels

Deadline: March 1, 2023

Release Date: June 15, 2023

Fall 2023: Functional

Deadline: June 1, 2023

Release Date: September 15, 2023

Winter 2023: 19th Annual Women in Glass

Deadline: September 1, 2023

Release Date: December 14, 2023

Detailed Editorial Forecast

Spring 2023: Nature

It's time for *The Flow®* to explore the wonders of nature and all that it entails. Gallery entries, general interest stories, and tutorials plus health, safety, or technical articles are also welcomed. Any skill level submissions, from beginner and intermediate to advanced, are accepted for consideration for beads, sculptures, marbles, paperweights, vessels, and mixed media.

Deadline: December 1, 2022

Release Date: March 16, 2023

Summer 2023: Vessels

Boro cups and other vessels have burst onto the social media glass scene in recent years, and this issue highlights the skills of these hollow-form artists. From cups to glasses to decanters, glass artists are pushing the boundaries of technical glasswork to create incredible new imagery. Gallery entries, general interest stories, and tutorials plus health, safety, and technical articles for any skill level are welcomed for consideration.

Deadline: March 1, 2023

Release Date: June 15, 2023

Fall 2023: Functional

Glass art isn't just another pretty face! Some glass art isn't meant to sit on your shelf; it's meant to be used. Fishing lures, pipes, bongs, tableware, bottles, and more have evolved from purely functional to visually stunning, and artists are creating new breakthroughs in style and technique all the time. Gallery entries, general interest stories, and tutorials plus health, safety, and technical articles for any skill level are welcomed for consideration.

Deadline: June 1, 2023

Release Date: September 15, 2023

Winter 2023: 19th Annual Women in Glass

This special issue of *The Flow®* is dedicated to the talented ladies who work in glass. The issue features our most extensive gallery section of the year showcasing the beautiful artwork of many female frameworkeers from around the world. Even the gallery entries, general interest stories, and tutorials plus health, safety, or technical articles are all by the Women in Glass. Submissions for a wide variety of themes including mixed media for any skill level, from beginner and intermediate to advanced, will be considered for publication. You can submit for the Annual Women in Glass issue any time throughout the year. Please note on your submission form that you are submitting for the upcoming Women in Glass issue.

Deadline: September 1, 2023

Release Date: December 14, 2023

There are 4 types of Submissions

1 Gallery

In each issue we feature our readers' artwork in a special gallery section. It is very easy to submit to our gallery. **You should e-mail 3 to 5 high-resolution 5" x 7" digital JPEG images of your glass art that are at least 300 dpi in the MB, not KB, range along with a completed Submission Form to The Flow®.** Please allow our graphic team to do the cropping.

You can send your submission (images and form) to theflow.maureen@gmail.com or through Dropbox or Google Docs. Please adhere to our deadlines in order to be included, and we will let you know that we received your submission.

2 Tutorial

In-depth tutorials from *The Flow®* share lampworking techniques and encourage readers to develop their own ideas and style. Tutorials may feature a new glassworking technique, combinations of existing techniques, or a new tool or process that produces exciting results. *The Flow®* accepts a broad range of projects ranging from beginner to advanced levels. We include as many and as wide a variety of creative projects as space and editorial focus will allow in each issue.

- 1. When you submit your article or tutorial, you should include all of the following information together in one text file saved as a rich text format (RTF) file or other editable document or PDF files:**
 - Introductory paragraph stating the theme or inspiration for your idea
 - Complete listing of glass, tools, and materials. (The name of the glass manufacturer plus the company's glass numbers and color names should be included. We reserve the right to edit the manufacturers names and the glass supply list as necessary based on availability.)
 - Clear instructions for each step & the name of the image that corresponds with that step
 - Artist Biography (125–150 words or less)
- 2. One image for each step. Images should be high-resolution 5" x 7" JPEG images that are at least 300 dpi in the MB, not KB, range and unedited with no text added to the image. Please do not send images downloaded from websites, since they are not high-res.** They may be sent via Dropbox or other file sharing program, sent as attachments to e-mails. Please refer to the notes below and the FAQ section for tips on producing high-quality images.
- 3. Finished images of your project should be 8" x 10" high-resolution JPEGs with a 300 dpi minimum.**
- 4. Images of variations or tips to inspire our readers' imaginations (optional)**
- 5. Image of yourself or your recent work (optional)**
- 6. The name of the person who should receive credit for the submitted images**
- 7. Completed and signed submission form to indicate that you have permission from your photographer to use your submitted images in print, on the Internet, and on our social media sites**

For the best results when photographing how-tos, take the image outside of the flame so that the detail of the progression of the piece can be seen more clearly. A didymium lens for your camera is preferred. Only high-resolution JPEG images (at least 300 dpi) that are not blurry can be accepted. Make sure that there is an image to accompany each step. Include as many views of the finished piece as possible from all sides as well as from the top and bottom.

Please indicate where the images should ideally be placed in the text by inserting each image number in parentheses within the document at the beginning of the text that describes that image. Assign each image a name that corresponds to the step where it should be placed in the how-to instructions (Photo 1 with Step 1, Photo 2 with Step 2, and so on).

3

General Interest

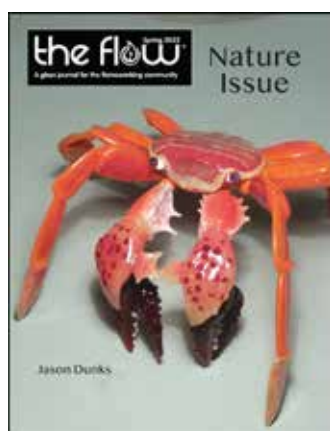
General interest articles feature outstanding individual artists and their work, exciting industry events, or glass-related, informative content.

1. Please send an 800 to 1,000 word text file saved as a Rich Text Format (RTF) document, other editable file, or PDF.
2. Ten to 20 high-resolution 5" x 7" JPEG images that are at least 300 dpi in the MB, not KB, range that are relevant to your text should accompany your submission. Please do not send images downloaded from websites, since they are not high-res.
3. Include a short personal bio of 100 words or less plus a completed and signed submission form to indicate that you have permission from your photographer to use your submitted images in print, on the internet, and on our social media sites.

4

Health, Safety, or Technical

1. Please send all items below in one text file saved as a Rich Text Format RTF document or other editable file or PDFs
 - a 1,000 to 1,500 word text file
 - Artist Biography (125–150 words)
 - Footnotes or Bibliography citing your sources
2. Five to 10 high-resolution 5" x 7" digital JPEG images of at least 300 dpi in the MB, not KB, range that are relevant to your text should accompany your submission. Please do not send images downloaded from a website, since they are not high-res.
3. Include a short personal bio of 100 words or less plus a completed and signed submission form to indicate that you have permission from your photographer to use your submitted images in print, on the internet, and on our social media sites.



A glass journal for the flameworking community

Frequently Asked Questions (FAQ)

What size digital photographs should I submit?

When taking images for *The Flow*®, keep in mind that they must be high quality. We can adjust digital files to make them smaller, but we cannot make them larger. Therefore, please do not edit your images. It is best to send us the original image file from the camera. If any modifications or adjustments need to be done, we will perform those adjustments.

If we receive small, low-resolution images, we will not be able to publish them. Please do not send images that you have saved for the Web as they are generally too small for print.

To take high-resolution digital images you should use the highest possible setting on your camera. The bigger, the better. First, under "Resolution," pick "Best" or "Highest." This means you'll capture the maximum number of pixels possible with your camera. More resolution means more detail in your image. If your camera has a "Quality" setting, pick "Fine" or "Best," or whatever other word is used to denote the top quality. When in doubt, spend a few minutes with the instruction manual that came with your camera.

By using the best settings in these two areas, you'll limit the number of pictures your camera can capture. If your memory card fills up before you are finished shooting, simply transfer them to your computer, then take some more.

Also, please turn off the autodate stamp on your camera. For tutorial images, please shoot all photographs using a landscape (horizontal) format and do not alternate the position of the camera, if possible. For finished shots, you may use whatever shape is appropriate for the piece. We will crop the image as we lay out the article. Therefore, it is always better to have more background than less.

If you are submitting images taken by someone else, you must provide the name of the person who should receive credit for those in your article or tutorial. You must also indicate that you have permission from that person to use the images in print and/or on the internet by typing your name in the appropriate blank on the submission form.

In what format should the images be when I submit them?

Please make sure the images are in high-res JPEG format.

Should I manipulate the image or send it in its original form?

Please submit the image in its original form as high as your camera will produce. Note that your camera should be set to its highest resolution and quality. Do not change the original image by color correcting, cropping, layering graphics, or combining images into one. Please do not put text on the image.

Do you have any tips for backgrounds?

Reduce clutter in the background. Clutter takes attention away from the artwork or process you are photographing. When taking photographs of finished pieces, sloped, seamless paper for the background works best. Experiment with dark, white, or gradient photography background papers. If you use a cloth, make sure it covers the entire background and is not patterned or wrinkled. Do not send images of people holding your artwork. Clean your workstation before shooting a tutorial.

Clean your workstation before shooting a tutorial.

I keep getting glare or hot spots on my glass in photos. What can I do?

As you probably know, glass can be difficult to capture in a photograph. The correct lighting depends on the color and size of your pieces, which is why we can't give you specific advice. You can, however, find tips on the internet for taking images of glass.

Use your digital camera to take pictures, review them, erase the results if they don't meet expectations, then shoot again. We encourage you to experiment until you reach your desired results. You can take as many photos as necessary until you find the correct lighting.

If possible, experiment with diffusing your lighting. Cover your lights with fire-retardant cloth or tracing paper, or use a photo booth. You can even take your images outdoors on a slightly overcast day. Experiment with turning off or disabling the camera flash.

Why are my images blurry?

To shoot a sharp picture, you must have a steady camera. When you're holding your camera at arm's length, camera shake can be a big problem and ruin pictures. Try holding the camera with both hands or use a tripod. When you're ready to take the picture, press the shutter release gently; don't punch it. Many photographers either let their breath out or take a breath in, steadying themselves before pressing the shutter.

You can also turn on or off the Macro Mode on your camera. In order to have a better focus on different objects, this feature will increase the camera's ability to focus on the items at a short distance. Try it ON or OFF and see which one works better for you. This feature is especially helpful for close-ups.

Don't overlook the obvious. Start by cleaning your lens and cleaning it properly. It's a good idea to purchase a quality lens cleaning cloth or paper from a camera shop and keep it handy.

QUESTIONS?

Any tips for writing an artist biography?

An updated biography of approximately 125 to 150 words along with a current, four-color head shot is requested each time you submit a tutorial or general interest article. You may prefer to send a few images of your most recent work in a folder marked "Bio," and we will attempt to highlight them in this area. We suggest updating your bio at least twice a year.

When composing your bio, please avoid the use of terms or phrases that will require continual updating. (For example, say, "Since 1977," not "26 years ago.") Also remember that the bio needs to be written in third-person style (someone else talking about you) rather than first-person style (you telling about yourself). In other words, the bio should say something like, "John Doe has been working in glass for a long time," not "I have been working in glass for a long time." If you let us know you need help with your bio, our writers will contact you for an update. In the event that we can't reach you for the update, we will repeat the last-run bio and photo.

An artist biography is not needed for a gallery submission.

What is a rich text format (RTF) file?

We prefer that the text you submit be saved as a Rich Text Format (RTF) file, as it preserves the style of the font. Rich Text Format Files are an alternative format to the DOCX file type supported by Microsoft Word, WordPad, and other text programs. RTF files are ASCII text files and include embedded formatting commands that translate well from computer to computer.

To change your text's file type, open your text document. Open the "Save As" dialog box, then in the "Save as type" drop-down menu, select the file type, "Rich Text Format" (RTF).

Should I format the text within my document?

Text formatting is selected by the magazine and applied at the time of layout to each article for consistency throughout the issue. Therefore, we request that you type the article using straight text in Times font, if you have it, or Times New Roman saved in a text file as an RTF (rich text format) file or other editable document or PDF files.

Use only one space rather than two following each sentence. Please do not attempt to lay out the pages, use any type of page formatting (such as page numbers, double-line spacing, auto spacing before or after paragraphs, or section and page breaks), or add any text formatting (such as special or colored fonts, bolding, italics, or tabs). The only exception to this would be words in the text that require special emphasis. (Example: **Be sure to wear eye protection when performing this step.**) Also avoid the use of headers and footers, since the space used by the text boxes created for headers and footers cannot be deleted even after the text itself has been deleted.

Following these suggestions is important, since all of the formatting must be added after the article is placed into our page-building program and must be removed from the text before we can place the article if it is present when we receive the document from you.

I am a lampworker, not a professional writer. Will someone be editing my text?

We encourage lampworkers who may not be professional writers to contribute to *The Flow®*. A professional text editor will edit your material for grammar, length, and clarity to fit the requirements and format of the magazine. Our copy editor is a highly trained writer and proofreader for various book publishing companies, including *The Flow®*. She works to assure continuity and accuracy and also serves as one of the contributing writers for the magazine.

The artwork I want to submit is fitting for a particular season. Can I send it early?

Absolutely! We prefer that you send in your submission early. Often our issues are completely filled before we reach our editorial deadline date.

Please keep in mind that we plan content for our issues up to a year in advance. All types of submissions are accepted year-round for all issues and are scheduled as space permits. Consideration of your submission for publication in *The Flow®* is as much a matter of editorial and seasonal circumstance as the quality of your artwork and digital photographs. For a detailed forecast on our upcoming themed issues and deadlines for submissions, please see the beginning of this document.

If you plan to submit an article, please refer to past issues of *The Flow®* for guidance in selecting subject matter or writing style plus editorial and photographic quality. We encourage you to familiarize yourself with the content, style, and tone of our previous issues before beginning your submission.

The Flow® only publishes original work. We cannot publish a design that you saw on the internet, learned in a class, or copied from an existing piece. Also, please do not submit work that has already been published or is currently under consideration at another magazine or publisher. *The Flow®* reserves the right to edit your material for grammar, length, and clarity to fit the requirements and format of the magazine.

What is a submission form?

The Flow® Submission Form provides the information we need to process your submission to the magazine. It can be found on our website at the “Submit Content” link under the “Magazine” drop-down. Fill out and e-mail this interactive PDF along with your submission. If you must mail your materials, please print and fill out the form and include it with your mailed submission. You can also request a submission form by e-mailing TheFlow@TheFlowMagazine.com.

How will I know if my submission has been accepted?

The Flow® staff, upon receipt of your submission, will contact you to confirm receipt. Often our issue is filled before our editorial deadline date, and we hold any articles received for consideration in future issues.

Please send in your submission before the deadline to ensure that our editing and layout processes are not rushed. We look forward to reviewing your submission!

I have a question about submissions that is not listed in your FAQs. What should I do?

Please e-mail any additional questions you may have to **TheFlow.Maureen@gmail.com**.

How do I submit my article or tutorial to The Flow®?

We prefer that you e-mail your submissions to **TheFlow.Maureen@gmail.com**.

Please include the following materials at the time of submission:

- your completed submission form
- text for your article or tutorial
- high-res images to illustrate your submission
- photographer credits
- indication in writing that you have permission from your photographer to use the images in print, on the Internet, and on any of our social media sites.

A large number of high-resolution images are usually best sent using Dropbox or other file sharing programs. They can also be e-mailed a few at a time. However, if you are unable to send your images via one of these methods, save the above requested materials on a thumb drive and send them to the magazine using one of the carriers listed below.

For U.S. Postal Service deliveries:

**The Flow
PO Box 69
Westport, KY 40077**

For FedEx or UPS deliveries:

**The Flow
8300 Hidden Valley Rd.
Westport, KY 40077**

