# The Flow®

## Content Submission Form

| **Name:**<br>(as you would like it to appear in print) | **Mailing Address:** | |
|---|---|---|
| | Address: | City: |
| | State/Province: | Zip Code: |
| **Contact, Website(s), & Social Media for Publication:** | Country: | Phone: |

| **Contact, Website(s), & Social Media for Publication:** | **Instructions for Submissions** |
|---|---|
| Email | - In the Content Submission Checklist, check the boxes for and within the appropriate submission category. |
| Website | - Review the number of photos requested for your type of submission and send the appropriate amount. If you send more, the editor will choose which photos are published. |
| **f** Facebook | - Fill in **all sections** in the Photo Reference Chart (provided as a separate document) to correspond with the files you send us. |
| Instagram | - All photos **must be high-res images (at least 300 dpi/1 MB)** submitted in JPG format and sent unedited. Please do not crop images before they are sent. Also, do not send images that you have posted on your Internet sites. If they are small enough to load quickly on a website, they are too small to use in print. |
| LinkedIn | - You may use email or any of the file sharing programs such as Drobox, One Drive, Google Drive, or iCloud. |
| YouTube | - Include a photo of you at work if one is available. |
| Other | - Please feel free to contact us at TheFlow.Maureen@gmail.com if you have any questions or need assistance. You may use the same email for your submission.<br>**We look forward to reviewing your submission!** |

| By typing or signing your name in the box to the right, you and any third-party photographer(s)agree to give The Flow® permission to use your images in print, on the Internet, and on social media. | Name: | Date: |
|---|---|---|

## Content Submission Checklist

### ☐ Gallery Submissions

- ☐ 3–5 high-quality digital images (at least 300 dpi/1 MB)
- ☐ Author Bio (125–150 words) & Head Shot
- ☐ One piece of contact information to be listed in gallery → Choose E-mail, Web Address, Instagram, or Facebook.

### ☐ Tutorial Submissions - *Please send all text items together in one document saved as an RTF (rich text format) file.*

- ☐ Introductory paragraph stating the theme or inspiration for your idea
- ☐ List including the Glass (with amounts required), Tools, and Materials used for the project. Brand names may be included when necessary.
- ☐ Clear, complete instructions for each step and the name of the image that corresponds to that step
- ☐ Author Bio (125–150 words) & Head Shot
- ☐ One high-quality digital image (at least 300 dpi/1 MB) to illustrate each step. Two images may be used only if necessary to fully illustrate that step. Take photos in a horizontal format.
- ☐ Images of the finished project
- ☐ Images of your project showing variations in color, style, or form to inspire reader imagination (optional)
- ☐ Image of yourself (optional)
- ☐ Contact information you prefer to have included at the end of the article

### ☐ General Interest Submissions - *Please send all text items together in one document saved as an RTF (rich text format) file.*

- ☐ 1,000–1,500 word article
- ☐ Author Bio (125–150 words) & Head Shot
- ☐ 5–10 high-quality digital images (at least 300 dpi/1 MB) relevant to the text with captions and photographer's name included for each photo
- ☐ Contact information you prefer to have included at the end of the article

### ☐ Health, Safety, or Technical Submissions - *Please send all text items together in one document saved as an RTF (rich text format) file.*

- ☐ 1,000–1,500 word article
- ☐ Author Bio (125–150 words) & Head Shot
- ☐ Footnotes or Bibliography citing your sources, where appropriate
- ☐ 5–10 high-quality digital images (at least 300 dpi/1 MB) relevant to the text with captions and photographer's name included for each photo
- ☐ Contact information you prefer to have included at the end of the article