

VIRGINIA WILDLIFE

Submission Guidelines for Writers

Writing – General Requirements

- *Virginia Wildlife* is published monthly by the Department of Game and Inland Fisheries, an agency of the Commonwealth of Virginia. We publish articles on hunting, fishing, boating, camping, conservation, ecology, game and fish recipes, hiking, outdoor safety and ethics, wildlife habitats, natural history, and environmental stewardship/education.
- All articles on boating, hunting, fishing, trapping, and Dept. of Game and Inland Fisheries activity must stress safe and ethical practices and a respect for wildlife and the outdoors. It is the author's responsibility to make sure that his/her article adheres to current state and federal fishing, hunting, trapping, and nongame regulations, as well as the appropriate use of the following: blaze orange in all hunting seasons (except dove and waterfowl); safe handling of firearms; safety belts and harnesses on tree stands; and safe boating practices, including that all people wear life jackets on the water when in boats.
- All writers, photographers, and artists must adhere to these requirements; photographs will be accepted accordingly.
- All articles and artwork must be pertinent to Virginia.
- If published, the author receives 5 complimentary copies.

First-Time Manuscript Procedure

- QUERY FIRST! Refer to back issues of *Virginia Wildlife* to get an idea of the magazine's layout.
- Queries should be sent by mail, include samples of writing, and be addressed to the Editor, *Virginia Wildlife*, P. O. Box 11104, Richmond, VA 23230-1104. Please include a self-addressed, stamped envelope (SASE) for return of samples, if requested.
- Photographs and/or illustrations of acceptable quality (see photo/art guidelines) may accompany articles.
- Sorry, we do not accept poetry.
- Include a short, one-sentence biographical sketch about yourself.
- You will be contacted by phone if your query meets editorial standards and fits into the upcoming, annual production schedule.

General Requirements - Manuscript Length and Format

- Feature-length articles must be 1000-1200 words but no more than 1500 words (no additional payment for length over the 1200 cap).
- Manuscripts must be typed and double-spaced; please use a common, serif font.
- Each page must be numbered and carry the author's name, address (including zip code), and telephone number (including area code).
- Include a CD/DVD in addition to a hard copy. Copy should be in Microsoft Word, in Windows 95 or higher.
- Manuscripts should be shipped flat in a 9x12" or larger manila envelope, and include a SASE of same size for return of materials. Failure to include SASE will delay the return of your manuscript.
- Manuscripts must be edited for style and grammar using the *Chicago Manual of Style*.
- Note the total word count at the end of the feature and/or any sidebar.

Confirmation of Publication & Payment

- We pay on publication.
- *Virginia Wildlife* is scheduled as much as one year in advance to meet photographic and illustration needs.
- Freelance writers who submit article queries or complete articles will only be notified upon acceptance of the article for publication.
- We purchase the rights to publish and reprint the articles we purchase in both the print and Web editions of *Virginia Wildlife* magazine and the Department's Web site. This means we pay for first rights and reserve the right to reprint in our own publications.
- Five complimentary issues of the magazine are sent to the writer.
- Rates:

Feature article	\$500.00 per article for 1000-1200 words (1500 cap).
One-page article	\$200.00 per article, with a 300-500 word length.
Journal article	\$50.00 per article, with a 100-300 word length.

We do not accept responsibility for unsolicited articles, photographs and artwork.

Rev. July 1, 2009

Virginia Wildlife Magazine & Calendar

Submission Guidelines for Freelance Photographers/Artists

Photography and Illustrations - General Requirements

- We prefer to review a minimum of 20 and a maximum of 60 photographs in one package.
- All digital photographs must be true to the original image and free of digital alterations; each digital file must also contain appropriate IPTC caption information and photographer name/contact information. Image format preferred is TIFF, RAW (if you know your camera well), or JPEG – in that order of preference, with minimum 360-dpi resolution.
- Each 35mm photograph *must* be identified on the slide mount or numbered on the slide mount with a corresponding numbered caption.
- A contact sheet of thumbnail images and a sheet of captions for each image shall be submitted with every package.
- All photographs must reflect safe, ethical, and legal behavior, such as the appropriate use of blaze orange in all hunting seasons (except dove and waterfowl) safe handling of firearms, safety belts in tree stands, protective eyewear, and safe boating practices. We also require that life jackets be worn on the water when in boats.
- Please become familiar with current state hunting and fishing regulations and our recommended safety procedures *before you set up photo shoots or submit photos*. Call 804.367.1000 for a free copy of these regulations and more information.

Technical Requirements

- **Digital**
TIFF or JPEG Fine, copied to a CD or DVD
6 Megapixels or larger; original, unaltered files (do not resize)
- **Film**
Color transparencies—35mm, 2.25, 4 x 5, originals only
- **Artwork**
Color illustrations and original paintings must be submitted on color transparencies or as digital scans in CMYK mode
Black and white illustrations, 8x10 originals only
- We **DO NOT** accept:
 - Polaroid or other “instant” photos
 - Cropped, mounted, or matted photos
 - Photographs that have been digitally edited
 - Photocopies of illustrations
 - Framed artwork

Format and Packaging

- Photos must carry photographer’s name, address (including zip code) and phone number (including area code) **stamped or printed clearly** on the slide mount or on the CD/DVD. If sending unmounted 2.25 or 4x5 transparencies, label individual slide sleeves.
- Paintings and illustrations must be marked with a label affixed to the back. We are not responsible for unmarked or unsolicited work.
- Include self-addressed, stamped envelope (SASE) for return of materials.
- Work should be packaged to prevent damage in transit. Slides should be sent in plastic carrier sheets—*not* in their original boxes—and sheets should be sent flat (not folded) in a manila envelope lined with a sheet of sturdy cardboard. All artwork should be sent in a similar fashion to guard against folding or crushing of material.

Payment

- We pay on publication.
- We purchase rights to publish and reprint in all VDGIF publications. This means we pay for first rights and reserve the right to reprint in other Department publications as well as our Web site (in low-resolution format). Art is returned after initial publication. If we do reprint, we use digital scans from the original use.
- Five complimentary issues of the magazine are sent to the artist or photographer.

Rates

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| • Inside Transparencies | \$50.00 | Black and White Photos | \$50.00 |
| • Inside Illustration | \$50.00 | Front or Back Cover Art | \$125.00 |
| • Calendar Small Photos | \$50.00 | Calendar Large Photos | \$200.00 |

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