

VIRGINIA WILDLIFE

Submission Guidelines for Writers

Virginia Wildlife magazine is published bi-monthly by the Department of Game and Inland Fisheries, an agency of the Commonwealth of Virginia. We publish articles on hunting, fishing, boating, wildlife habitat, game and fish recipes, hiking, camping, outdoors safety and ethics, natural history, and environmental stewardship/education.

General Requirements

- All vendors must first register with the state's electronic procurement system at www.eVA.com and send additional signed W-9 to our Henrico office, to: Editor, Virginia Wildlife, P.O. Box 90778, Henrico, VA 23228-0778.
- 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/pink in all hunting seasons (except dove and waterfowl); safe handling of firearms; safety belts and harnesses in tree stands; protective ear and eyewear. We require that life jackets or inflatables be worn on the water when people are in boats.
- All writers, photographers, and artists must adhere to these requirements; photographs will be accepted accordingly.
- Articles and artwork must be pertinent to Virginia, and if published, the author receives five 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 90778, Henrico, VA 23228-0778. Please include a self-addressed, stamped envelope (SASE) for return of samples, if requested.
- Photographs and/or illustrations of acceptable quality (see photography/art guidelines) may accompany articles.
- Sorry, we do not accept poetry.
- Include a short, one-sentence biographical sketch about yourself along with your email address and daytime phone number.
- You will be contacted by phone if your query meets editorial standards and fits into the upcoming production schedule.

General Requirements - Manuscript Length and Format

- The production schedule is set as much as one year in advance, in order to meet seasonal photographic needs.
- Freelance writers who submit article queries or complete articles *will only be notified upon acceptance* of the article for publication.
- If a query is accepted for publication, manuscript may be submitted via email or sent in by CD/DVD, using Microsoft Word.
- Feature-length articles must be **1000-1200** words but no more than 1500 words (no additional payment for length over 1500).
- 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, and telephone number (including area code).
- Include at the end a list of 3-5 online or book resources, where appropriate, for further reading on your subject.
- Manuscripts will be edited for style and grammar using the *Chicago Manual of Style*.

Confirmation of Publication & Payment

- We pay upon publication.
- You will be contacted by our office manager via email with details needed to invoice us. This is the first step, required so that we can initiate an internal Purchase Order.
- We purchase the rights to publish and reprint articles we purchase in both the print and online editions of *Virginia Wildlife* magazine and on the Department's website. This means we pay for first rights and reserve the right to reprint in our own publications.
- **Rates:**

Feature article	\$500.00 per article for 1000-1200 words (1500 cap) / Online Use +\$100.00
One-page article	\$200.00 per article, with a 350-650 word length
Journal article	\$50.00 per article, with a 100-350 word length

Questions:

Sally Mills, Editor • Virginia Wildlife Magazine • Va. Dept. of Game & Inland Fisheries • 804.240.5943 • sally.mills@dgif.virginia.gov

We do not accept responsibility for unsolicited articles, columns, photos, or artwork.

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Virginia Wildlife

Submission Guidelines for Freelance Photographers/Artists

Photography and Illustrations - General Requirements

- All vendors must first register with the state's electronic procurement system at www.eVA.com and supply a signed W-9 to our Henrico office, at: Editor, Virginia Wildlife, P.O. Box 90778, Henrico, VA 23228-0778.
- We prefer to review a minimum of 20 and a maximum of 35 photographs in one package; submit to Editor, Virginia Wildlife.
- All photographs must reflect safe, ethical, and legal behavior, such as the appropriate use of blaze orange/pink in all hunting seasons (except dove and waterfowl), safe handling of firearms, safety belts and harnesses in tree stands, protective ear and eyewear, and safe boating practices. We require that life jackets or inflatables be worn on the water when people are in boats.
- All digital photographs must be true to the original image and free of digital alterations, except minor cropping.
- Each digital file must also contain appropriate IPTC caption information, including photographer name and contact information.
- We accept 35mm slide scans only as a last resort.
- A contact sheet of thumbnail images along with captions for each shall be submitted with every package.
- Please become familiar with current state hunting, fishing, and boating regulations and our recommended safety procedures *before you set up photo shoots or submit photos*. Go online to www.dgif.virginia.com to review regulations and related information.

Technical Requirements

- **Digital:** RAW or TIFF preferred, or JPEG, files submitted on a CD, DVD, or thumb drive; shoot at highest resolution available, but 300 dpi minimum; send original, unaltered files (do not resize)
- **Film:** We no longer accept transparencies, 35mm slides, or negatives
- **Artwork:** Illustrations and original paintings must be submitted as digital scans at minimum of 360 dpi
- We **DO NOT** accept:
 - Polaroid or other "instant" photos
 - Mounted, or matted photos; framed artwork
 - Photographs that have been digitally edited
 - Photocopies of illustrations

Format and Packaging

- Photographer or artist name, address (including zip code), phone number (including area code), and email address must be included with the CD/DVD or thumb drive. Mail in a padded or cardboard envelope to prevent damage.
- Paintings and illustrations or photographic prints must be marked with a label affixed to the back. We are not responsible for unmarked or unsolicited work.
- Artwork should be sent flat in a manila envelope lined with sturdy cardboard to guard against folding or crushing of material.
- Include a self-addressed, stamped envelope (SASE) for return of materials.

Payment

- We pay upon publication.
- You will be contacted by our office manager via email with details needed to invoice us. This is the first step, required so that we can initiate an internal Purchase Order.
- We purchase one-time rights to publish and reprint in DGIF publications. This means we pay for first rights and we reserve the right to reprint in online editions, as well as post to our website (in low-resolution format).
- Artwork is returned after initial publication. If we do reprint, we use digital scans from the original use. CDs/DVDs are not returned.

Rates (Effective July 1, 2017)

- Magazine Inside Color and B/W Photographs \$50.00 / Online Use +\$50.00
- Magazine Inside Illustration/Art \$50.00 / Online Use +\$50.00
- Magazine Cover Photograph/Art \$200.00 Front Cover / \$150.00 Back Cover
- Calendar Small Photos \$50.00
- Calendar Large Photos \$200.00
- Calendar, Front Cover \$250.00

Questions

Sally Mills, Editor ◦ Virginia Wildlife Magazine ◦ Va. Dept. of Game & Inland Fisheries ◦ 804.240.5943 ◦ sally.mills@dgif.virginia.gov

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