

SUBMISSION GUIDELINES FOR WRITERS

runway accepts submissions from contemporary visual artists, writers and curators. Emerging and early career practitioners are particularly encouraged to submit.

These guidelines are for writers submitting articles, interviews, reviews and other critical texts. In general, these texts will be published within either the Features or Reviews section of the magazine. For artists submissions, including those that incorporate text, see the SUBMISSION GUIDELINES FOR ARTISTS. Artist submissions are generally found in the central 'pageworks' section of the magazine.

Potential contributors are strongly advised to view previous issues of *runway* before submitting to assess the suitability of their proposal/submission in relation to the format and ethos of the magazine. Current and back issues are available at our website at www.runway.org.au/buy as are subscriptions.

TERMS AND CONDITIONS

1. *runway* solicits proposals for written submissions in advance of the final submission deadline. Following review by the editorial board, accepted proposals are confirmed with the writer. Full texts submitted by the final deadline where a proposal has not been given advance approval may not be considered and this approach is strongly discouraged. See the proposal and submission procedures on Page 2 of this form for further details.

2. Preference is given to critical articles that engage with issues relevant to Australian contemporary art practice and the work of artists in the early stages of their careers. Texts proposed for the Features section should address the theme of the issue, however lateral approaches to the theme are encouraged. It is not compulsory that texts proposed for the Reviews section address the issue theme.

3. Submissions should express ideas strongly and clearly with minimal theoretical or technical jargon, and be aimed at a broad but informed audience.

4. Submissions must be original works that have not been published or accepted for publication elsewhere. Catalogue essays and promotional texts are not accepted.

5. Final submissions for the Features articles and interviews should be between 1600-2600 words; and for Reviews, 800-1200 words.

6. Text submissions should be Microsoft Word files or Word compatible. Endnotes should be kept to a minimum and placed at the end of the article. Citations and references should be in the documentary note style as defined in the Australian Government Style Manual for authors, editors and printers. Spelling will be as defined by the Macquarie Dictionary and usage will be as defined by the Australian Government Style Manual for authors, editors and printers.

7. The editors retain the right to edit the article/review. The writer will be consulted regarding the final copy of the text for approval before it goes to print.

8. Writers are expected to source a minimum of 4 high resolution images to accompany their text and liaise with artists or galleries to obtain images for use in the magazine and on *runway's* website. It is the contributor's responsibility to ensure that all images are provided with the permission of the copyright holder and that they are credited accurately.

9. Images should be supplied on CD as 300dpi uncompressed TIFF files at 20% larger than the desired print size. Note: Image CDs will not be returned. Full image captions should also be included in the following format:

Name Title year, medium, size/duration, photographer.

Eg. Jo Brown Untitled (I love you) 2005, ink, graphite on matte board, Photo: Jess Green.

10. Recommendations for the layout of the submission are welcome, however, the final design and layout is at the discretion of the *runway* designer and editorial board.

11. Proposals and Submissions must follow the procedures outlined in this form. Late submissions will not be accepted. Image materials must be posted with sufficient time to reach us by the deadline.

12. *runway* does not guarantee that any solicited or unsolicited work will be published. In the event that the editors decline to publish an article, no payment will be made.

COPYRIGHT

runway acknowledges that the author/artist retains the copyright of the submission, and the editors agree to not release the submission in any other form beyond the reproduction in the relevant issue of *runway* without prior permission. The author/artist agrees to withhold the submission from publication in any other form (including online), until the submission has been published in the relevant issue of *runway*. Any subsequent reproduction of the submission will acknowledge *runway* and The Invisible Inc. as the original publisher.

PAYMENT INFORMATION

runway pays modest writers fees to Australian contributors. The amount is determined by word length. Fees are reflective of our not-for-profit, artist-run status. If your text PROPOSAL is accepted, an invoice should be supplied on request. Payment is made upon publication of the issue.

In 2010 reviews and articles of around 1000 words or less are paid \$150, and longer articles and interviews are paid between \$150-\$250 determined by the final edited length. Contributors will also receive 1 complimentary copy of the magazine and any subsequent copies at a cost discount.

Due to funding restrictions we are unable to pay international contributors, however will provide via post three complimentary copies of the magazine.

PROCEDURE FOR PROPOSALS:

The following materials should be submitted BY EMAIL by the deadline for proposals:

1. A paragraph outlining your proposed submission including details of the artist/s and/or project/s the text will address. Please also state your relationship with the subject of the submission (i.e. artist, institution etc.)
2. Up to 4 low-res images or links to websites containing additional information on the subject (if applicable)
3. Up to 2 examples of recent writing (not necessary if you have written for *runway* previously)
4. 1 page CV including publishing history

Proposals should be emailed to:
submissions@runway.org.au

PROCEDURE FOR FINAL SUBMISSIONS:

Final submissions should include the following:

1. A completed, signed and printed copy of Page 3 of this submission form
2. On a CD, the final text in a Microsoft Word or Word compatible document, edited and proofed by the writer, with the submission title and endnotes included and formatted in accordance with the styles outlined above.
2. On the same CD, images and image captions (in a separate document) formatted in accordance with the terms outlined above.

All materials must be submitted together and POSTED to:

runway
The Invisible Inc.
PO Box 2041
Strawberry Hills NSW 2012
Australia

SUBMISSION DETAILS

Writer's Name:

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Title of Submission:

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Date of production and word count:

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Postal Address:

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Phone:

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Email:

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DECLARATION

I have read and agree to the terms and conditions for *runway* contributors and accept my responsibilities if selected for inclusion in the project.

Signed:

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Name:

Date:.....