

Submitting a project or article to Bead magazine.

At Bead Magazine we love to hear from readers who have ideas for projects or articles. We have outlined below everything that we require in a submission as well as the process involved. There is also an example of a submission for your guidance.

As well as ideas for the magazine, we also like to hear any ideas for Bead-TV. These wouldn't need to be written up but instead you would be filmed demonstrating them. If you would like to submit and ideas for this or discuss this please email elizabeth@ashdown.co.uk

If you are unsure about any of the steps or requirements please contact us.

All submissions are to be sent to:

Email- Jean@ashdown.co.uk

Post- Bead Magazine, Ancient Lights, 19 River Road, Arundel, West Sussex, BN18 9EY

The basics

- All projects and articles must be your own work. If they're influenced or based on anything else, you must let us know in the submission
- All projects and articles must be original. They must not have been, nor planned to be, published elsewhere. If this is not the case please enclose full details with your submission.
- All the stages that form the process from beginning to end are laid out below. Participation in all of these stages is expected and if you have any reason why you cannot take part or contribute please contact Bead magazine asap.
- Payment is based on a number of factors; complexity of project or article, how much in-house work is done by Bead, combined with number of pages within the magazine, and is decided by the Editor.
- Bead Magazine reserve the right to reject work at any stage if the content or quality is not as expected or agreed or if any work does not arrive by the agreed deadline.
- All authors and designers will be asked to provide an appropriate photograph of themselves as well as a bio to be published. These form part of the submission and are expected by the deadline date.

The Process

1. Once we have received a submission from you this will be acknowledged asap.
2. We will then consider whether the item is appropriate, and if so, how it can be used within Bead magazine. This process can take some weeks and we may contact you for further information
3. Once accepted you will be given a deadline as well as information on exactly what is expected as part of the finished submission. Word count guidance will also be given if appropriate. Please note that although we will be working approximately one year ahead you will be expected to provide all items many months before the publication date.
4. At this stage, if you are planning on photographing steps for a project, you may be asked to submit a test photograph and once this has been approved you will be given the go-ahead to take other photographs.
5. You will be expected to provide ALL items that form part of the finished product by the deadline date; this includes photographs, words, the finished item, beaded steps etc. If at any time you think there may be a delay please contact the magazine asap to discuss this. If the deadline is missed with no communication or agreement, then Bead magazine reserve the right to reject your work.
6. Once all work is received it is edited, photographed etc and then sent onto the designer. At this stage you may be contacted for further words, photographs, quotes, captions for pictures etc as required to ensure the work looks its best on the page. You may also be sent a copy to proofread and check. You will be given a date of when this is expected by.
7. All items may be held onto until the magazine is published. If you need anything back before then please let us know and we will try to accommodate this.
8. Payment is sent once the magazine is published.

All submissions need

- Your full details: name, address, telephone numbers, email address and website if appropriate.
- Information on you: beading and jewellery making experience, any writing experience or work published.
- All submissions should be written or typed clearly. If typed then please include them in a word document which you can submit by email or on a disc. If on a disc please also include a paper copy.

Article submissions

We welcome articles on a wide range of subjects concerning beading and jewellery making. Please bear in mind however that we are a UK based magazine that concentrates on beading, wirework and jewellery making. Any submissions concerning articles should contain:

- Everything included under 'All submissions need'
- A detailed outline
- Author bio
- Word on inspiration for the article
- Examples of your writing; not necessarily the article, other writing can be included.

Project submissions

We welcome projects on a wide range of finished items and using a range of techniques. Please bear in mind however that we concentrate on beading, wirework and jewellery making.

Also to be used in Bead magazine, projects must use beads, tools, findings etc that can be easily sourced within the UK by readers. If you have a project in mind that doesn't fit this, please make it clear when submitting and include details of where and how it can be purchased instead.

All project submissions must contain:

- Everything included under 'all submissions need'
- Details of a specific project. We cannot accept general submissions e.g. 'a strung necklace'.
- A photograph of the finished item.
- Project title
- Introduction to the project. This must include inspiration, stitches and techniques used, when, how and why it was designed and made, if it was inspired or based on anyone else's work etc, a detailed description of the finished piece- including size, words on any variations that are available.
- Bead store- a detailed list of anything required for the project i.e. beads, materials, tools, notions etc. This must be specific and include colours, weight, measures, sizes and exact quantities as appropriate. Also an approximate cost to make the project, not including tools, if someone had to buy all the materials.
- Full step-by-step instructions with each step, row or round, numbered. These instructions must be for the piece you are submitting and not for a general piece or technique. If it is later found that the words do not match the finished piece you may be asked to re-write or re-make as appropriate. These changes will be given a deadline and form part of the final submission.
- Words on any variations or different ways the piece can be made or finished.
- Any tips, notes or advice anyone wishing to undertake the project will need.
- A supplier list for all items under Bead store. This must indicate which items are from which supplier and include websites and phone numbers as appropriate.
- Please also indicate whether you feel you will be able to photograph all of the necessary steps or if you are able to provide hand-drawn or computer generated diagrams. All diagrams are expected to be re-done by in-house illustrators and you may be asked to work with them to ensure the diagrams are correct.

Illustrating Steps

All project steps are expected to be illustrated with photographs; however, in some cases we may decide it is appropriate to use illustrations and/or diagrams. It is Bead magazine who decide this and we will let you know what we feel suits each project when we contact you regarding your submission.

Please do not spend a lot of time making samples, drawing diagrams or taking photos in advance of your project being accepted and Bead Magazine contacting you regarding illustrating the steps.

Once we have discussed with you how best to proceed, you will be expected to provide anything expected by the deadline date. As a guide you may expect to be asked to provide at least one photograph or illustration per step.

Photographs

If we feel photographs are appropriate, you can take them (subject to a test photograph being approved) or we can. If Bead magazine are taking the photographs you may be asked to provide beaded or made samples as appropriate for each stage.

Illustrations

If it is decided illustrations are to be used you will be asked to provide these, either hand drawn or computer generated for our illustrator to work from.

Copyright

Ashdown retains copyright of all the words and photographs used in projects and articles. However, we are happy to discuss you being able to use them yourself afterwards.

PROJECT SUBMISSION EXAMPLE

Designer Details

- Name:**
Address:
Telephone:
Email:
Website:
Bio: Include your beading and jewellery making experience, any previous writing experience or work published.
Illustrations: Please indicate whether you feel you will be able to photograph all of the necessary steps or if you are able to provide hand-drawn or computer generated diagrams.
Return: If you want your submission returned. Remember to include an SAE if appropriate.

Project Details:

- Title:**
Introduction: Include words on inspiration, stitches and techniques used, when, how and why it was designed and made, if it was inspired or based on anyone else's work etc, a detailed description of the finished piece- including size, words on any variations that are available
- Bead store:** Detailed list of anything required for the project i.e. beads, materials, tools, notions etc. This must be specific and include colours, weight, measures, sizes and exact quantities as appropriate. Also estimated project cost.
- Steps:** Full step-by-step instructions with each step, row or round, numbered e.g.
Step 1
Thread your needle with a workable length of thread.
Step 2
Pick up 3 A, and 2 B beads and slide them down towards the end of your thread, ensuring they don't fall off the end.
Step 3
Circle through the A beads and the first B bead.
- Tips etc:** Any tips, notes or advice anyone wishing to undertake the project will need.
- Suppliers:** A detailed list for all items under Bead store. This must indicate which items are from which supplier and include websites and phone numbers as appropriate.