

NCECA JOURNAL PUBLICATIONS GUIDELINES FOR CONTRIBUTORS – 2016
Note: The 2016 NCECA Journal will be delivered at the Conference in Kansas City, Missouri

SUBMISSION DEADLINE: DECEMBER 9, 2015

Please read these guidelines carefully. Contact us if you have ANY questions.

Conference articles/manuscripts will be published in the *NCECA Journal*, and possibly in the *NCECA Newsletter*, *E-news*, *blog.nceca.net* and/or on *NCECA's website*. In 2013, NCECA began disseminating a digital edition of its Annual Journal to a searchable database through a non-exclusive agreement with EBSCO Host.

NCECA reserves the rights to...

- 1) Include your article in future electronic editions of the annual journal and other possible publications in print and electronic format
- 2) Disseminate Journal submissions in the form of individualized or anthologized digital resources and/or in print editions at a future date.
- 3) Post excerpts from articles on NCECA's current and future social media networks including Facebook, LinkedIn, Twitter, Pinterest, Tumblr, YouTube and Vine.
- 4) Incorporate text and images provided by presenters as materials made available to the media and/or used in reports.

Awardees (only) please provide 50-100 words to be shared in the NCECA Journal highlighting significant career/ life accomplishments related to the honor for which you are being recognized. Your text may be edited to align with the style of the NCECA Journal and work in accordance with space and design limitations of the publication.

Past Master Presenters (only) please provide 500-1500 words to be shared in the NCECA Journal highlighting significant career/life accomplishments of the deceased. Your text may be edited to align with the style of the NCECA Journal and work in accordance with space and design limitations of the publication.

Presenters including Lecturers/Speakers/Moderators/Panelists, K-12 headliners and Projects Space artists are required to submit text (edited for publication) and images. Unless otherwise granted exemption, the content of the submitted manuscript will reflect the presentation while being tailored to comply with word count and image limitations. **NEW 2016 ADVISEMENT FOR WRITTEN CONTRIBUTIONS FOR PANELS:** NCECA Strongly encourages all panels to identify one person as the aggregator and editor of the group's written and pictorial content for submission to the *NCECA Journal*. Each panelist may contribute a brief piece on her/his component of the panel to the aggregator who will synthesize the pieces into a single submission with individual contributors noted in the byline. **Include images and/or drawings to help illustrate ideas;** Production values of the Journal are a hybrid of those encountered in periodicals and academic journals. Submit JPEG or TIFF images 300 dpi (see *DIGITAL IMAGES* guidelines).

Demonstrating Artists may discuss their personal aesthetic or techniques; an expansive artist's statement is encouraged, as are glaze recipes/formulas and "how to" tips. **Note: Up to 15 images of your work and up to 2 environmental or studio images may be submitted for appearance within the Journal's gallery section.**

Emerging Artists may discuss personal aesthetic, professional practice issues and/ or techniques. Inclusion of an expansive artist's statement is also encouraged, as are glaze recipes/formulas and "how to" tips. **Note: Up to 12 images of your work and up to two environmental or studio images may be submitted for appearance within the Journal's gallery section.**

NCECA PUBLICATIONS GUIDELINES for the 2016 NCECA JOURNAL:

Articles should consist of approximately 500-2,000 words, Include your name (as you wish it to be published), address, phone number, and e-mail. **Do not send a resume.** Articles must be submitted to the file you created in Dropbox by logging in with Teamnceca@gmail.com, password – Going2KansasCity. Label your file as: LastName_First_JournalArticle.

NOTE: Articles may be edited/condensed, or not published if submissions do not meet NCECA's Publishing Guidelines. If significant editing of a manuscript is indicated, a reasonable attempt will be made to contact and work with the author/presenter/participant.

Submission deadline of December 9, 2015 must be met. Failure to meet deadlines may result in exclusion of your presentation from the *Journal* and/or forfeiture of honorarium stipends. This deadline is firm, based on the time required to prepare the NCECA *Journal* for print and on time delivery at the conference.

COPY PREPARATION

1. **All text documents must be submitted as compatible 'Word' Documents.**
2. One-inch margins on all sides, left justified and double-spaced.
3. Use **Times New Roman**, 12 pt. Emphasis should be made with bold, italics, underline or indentation (NEVER ALL CAPS).
4. All pages must have a running header with your name, title of article, NCECA 2016, and page number.
5. Indent paragraphs, but do not add an additional space in between paragraphs.
6. Footnotes should appear as endnotes at the end of the document rather than at the bottom of the page and should not be listed as a bibliography. Footnote numbers in the text must start with the number one and each subsequent footnote should be consecutive, as should the endnotes to match.
7. Within the body of the text **do not** include visuals such as boxes, insets, columns or other features that may result in text being dropped during file translation; again, **do not imbed images into your Word document manuscript.** Supply separate, electronic media with these features. Include any pertinent instructions or marks in the main text on how to include them. Separate images and illustrations should be clearly labeled to match placement notations (see section on photographs).
8. Spell-check and proofread your article.

CAPTIONS, FIGURES, GRAPHS, SUPPORTING IMAGES, ARTWORK

All tables, charts, supporting images, drawings and artwork must be accompanied by captions. These should be clearly labeled "Captions" along with your name and title of the article. If there is more than one person or object in the image that is mentioned in the caption, these should be identified with directives: left to right, clockwise, or counterclockwise, i.e. left to right, John, Mary and Tony. Please include title, media, and dimensions for each work of art. **IMPORTANT: Do NOT imbed images in your manuscript! ALL IMAGES (graphs, charts, artworks, supporting images) MUST BE SUBMITTED SEPARATELY AS JPEGs or TIFFs** (see below); **imbedded images are typically low resolution and will not serve for publication. You may include a secondary article/document with preferred sequential placement of supporting images. However, please understand that NCECA may not be able to publish all images supplied by the artist/writer/presenter/lecturer.**

DIGITAL IMAGE SPECIFICATIONS

Supporting images must be saved as a TIFF, JPEG or PNG (300 dpi at approximately 5"x7"). Make sure images are clearly labeled with an identification code that matches the caption list with each image's dimensions, media, date, any photo credit information. You must provide, on a separate sheet, a CAPTION LIST with your article title, your name, address, phone number, email and other pertinent contact information. This is important: if we experience any difficulties with images we want to be able to contact you quickly and easily.

TROUBLE SHOOTING IMAGE TRANSMISSION: Difficulties transmitting image attachments may be due to limitations on senders' email services. Should problems persist, consider transmitting 1, 2 or 3 images at a time. Do not reduce the image resolution below 300 dpi.

MATERIALS MUST BE RECEIVED NO LATER THAN 5pm MST, DECEMBER 9, 2015

EARLY SUBMISSION IS HIGHLY ENCOURAGED! NCECA is committed to creating the very best publications possible; however, **there are design & print deadlines that cannot be compromised.** Please work with us to make it happen!

If you have questions or concerns, contact Marko Fields, Publications Manager, at 612-978-0069, or email at: markofields@msn.com.