

2020 NCECA JOURNAL GUIDELINES

Note: The 2020 *NCECA Journal* will be delivered at the Conference in Richmond, Virginia.

SUBMISSION DEADLINE: NOVEMBER 22, 2019

INTRODUCTION

As an organization founded and dedicated to ceramic artists and educators sharing ideas and knowledge with others with like interests, **a written article for all presentations should be submitted for publication in the *NCECA Journal***. Failure to submit an article in accordance with the stated deadlines and standards jeopardizes NCECA's capacity to produce the quality of publication that our field deserves. Timely submission of an article for the *NCECA Journal* is therefore a benchmark that will be used to determine the level of honorarium available to presenters.

Individual lecturers are responsible for submitting a single article for their presentation according to the guidelines below.

Those participating in multi-person presentations (panels, co-lectures, and discussion formats) must identify a single member of their team as the aggregator and editor of the group's written and pictorial content for submission to the *NCECA Journal*. For group presentations, each participant may contribute a brief piece on their component to the aggregator who will synthesize the pieces into a single submission with individual contributors noted in the byline.

Production values of the *Journal* are a hybrid of those encountered in contemporary periodicals and traditional academic journals, thus high-resolution images are necessary. Please read these guidelines carefully and contact us if you have any questions.

The submission deadline is a requirement that ensures the timely production of *NCECA* publications. Inability to meet this and/or other *NCECA* deadlines may result in exclusion of your article from the *NCECA Journal* and forfeiture of your honorarium.

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...

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

SUBMISSION SPECIFICATIONS

Lectures, Co-lectures, Panels, Projects Space, Maker Space, Etc. articles should be in the range of 500-2,000 words and cover major points to be made in your presentation. *Please include several high-resolution images (photographs and/or illustrations) that correspond with the article and/or the artists' work. Please also provide a current 50-word bio for each presenter.*

Demonstrating Artists please provide 500-1500 words discussing personal aesthetic or techniques; an expansive artist's statement is encouraged, as are glaze recipes/formulas and "how to" tips. Please include up to 15 high-resolution images of your work and up to 5 environmental or studio images for use in the article and elsewhere in the *Journal*. Please also provide a current 50-word bio, and a headshot.

Emerging Artists may discuss personal aesthetic, professional practice issues and/ or techniques in a 500-1500 word article. Inclusion of an expansive artist's statement is also encouraged, as are glaze recipes/formulas and "how to" tips. *Please include up to 15 high-resolution images of your work and up to 5 environmental or studio images for use in the article and elsewhere in the Journal. Please also provide a current 50-word bio, and a headshot.*

Awardees please provide a maximum of 300 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 NCECA publications and in accordance with space and design limitations of the publication. *Please include a high-resolution photograph.*

Past Masters please provide 500-1000 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. *Please include one or more high-resolution photographs of the deceased, as well as a current 50-word author bio.*

COPY PREPARATION

- 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.
- All text documents *must be submitted as text documents compatible with Microsoft Word*. Please **do not send your article as a PDF**, as a PDF file is not compatible with Microsoft Word.
- Emphasis should only be made using bold or italics text. ALL CAPS may be used only for instructions to the Journal designer on insertion of graphic elements, images and image captions.
- Please use only one space after periods at the end of each sentence.
- 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.
- Please do not include visual elements within the body of the text (such as tables, graphs, etc.). Please supply such features as separate files.
- Contributors are required to spell-check and proofread their articles prior to submission.
- NCECA encourages you to have a qualified friend or colleague review your contribution before submitting as fresh eyes can be a benefit to the editing outcome.
- Please do not embed images in your text document! **All images must be submitted separately** (see below).

DIGITAL IMAGE SPECIFICATIONS

- High-resolution photographs are required for publication in the *NCECA Journal*. Print resolution is 300 dpi at actual size, meaning a 5" x 7" image will measure 1500 x 2100 pixels. Most images will appear at this size or smaller, but if your image file is larger, please send it as is. Uncompressed or high-quality JPEG files are ideal, TIFF and PSD files are also acceptable.
- If you are inexperienced with digital photography, please feel free to contact the NCECA Journal Designer. Typically, the un-edited files from a decent digital camera will be sufficient, as they will be larger than 1 megabyte, and often 5 to 10 megabytes each.
- Graphics, logos, and illustrations may be submitted in most popular digital formats, including PDF, AI, EPS, and PSD.

CAPTIONS

All photographs, tables, charts, supporting images, drawings and artwork must be accompanied by captions. These should be submitted in a separate text document labeled "Caption List" 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, dimensions, and date/time-period (if applicable) for each work of art. For example: *Joan Doe, Special Teapot (9"x7"x6") stoneware, cone 10 reduction fired, 2019, photo by Ed Ward*

UPLOADING INSTRUCTIONS

To upload your article for the NCECA Journal, enter the following url into your browser: <https://www.dropbox.com/request/hLoIGTizmpboNglX2uV7>

In the browser window that loads, click **Choose from computer** or **Choose from Dropbox** to upload a file. Alternatively, you can drag and drop the file(s) you'd like to upload directly into your browser window. If you have more files to upload, click **+Add another file**. Once you have all the files you want to upload, you may be prompted to enter your first name, last name, and email address so that the file collector can identify your files. Click **Upload**.

Note: You can add more files at any time by clicking the file request invitation for as long as the file request is open. You will not be able to access files that you already uploaded. A green check mark means that you've successfully uploaded your files to the file request.

- Journal Text File Naming Instructions:

LastName_First_TypeOf Presenter,

Ex. Voulkos_Peter_EmergingArtist_JournalText or
Eisner_Elliot_K12Presenter_JournalText

- Journal Image File Naming Instructions:

Lastname_Firstname _JournalImage_1, Lastname_Firstname_JournalImage_2

- Journal Image Caption File Naming Instructions

Lastname_Firstname _ImageCaptions (submit one file with all image captions, designate captions for JournalImage_1, JournalImage_2, etc.)

ALL MATERIALS FOR THE NCECA JOURNAL MUST BE RECEIVED NO LATER THAN 5pm MST, NOVEMBER 22, 2019

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

If you have questions or concerns, please don't hesitate to contact NCECA Journal Designer, Jeff Guerrero, at journal@nceca.net