



National Association of Woodworkers NZ Inc.

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GENERAL ARTICLES – GUIDELINES

Practicalities

✍ Generally, please follow these guidelines:

- *General articles*: Usually no more than 2-3 A4 pages.
- *Forthcoming NAW activities*: Generally restricted to two A4 pages, plus a listing in the “What’s On” page.
- *Forthcoming Club/Guild events*: Other than regional events, generally only listed in the “What’s On” page.
- *Reporting on past events*: The emphasis should be on useful information conveyed, and the length of reports (including photos) for NAW and other major events should generally be restricted in length to one A4 page and for Club/Guild events to half an A4 page.

✍ The following is a guide to word counts:

- Full page: 1,200 words no photos, or 600 words + photos and diagrams,
- Half page: 600 words no photos, or 300 words + photos and diagrams,
- Quarter page: 300 words no photos, or 100 words + photos and diagrams.

If possible, include photos and diagrams (visual images are better than words – “a picture is worth 1,000 words”).

✍ Articles should be sent to Pam Chin of AdPrint (Tasman Image), with material, if possible, submitted by email, with attached electronic Word documents and any graphic material supplied at full resolution as eps, pdf, or tif files attached to an email or couriered on CD disk. All computer programmes able to generate these file formats are acceptable for use. Colour files should be saved according to the CMYK model, not RGB. Grayscale and colour images should be saved at 300dpi, and line art and graphics saved at 600dpi. **Note:** Photographs taken with mobile phones are **not** of adequate quality and resolution for publication. Articles that do not meet these guidelines may be returned to the author for re-writing.

✍ Submitted material may be subject to editorial revision or may not be published at all (in particular, if similar material is submitted by another author). Copyright in material published remains with the author, but the author authorises the NAW to publish that material in *Creative Wood* and to allow it to be reproduced (particularly on the NAW website).

✍ While no payment is made to contributors, NAW members who have the equivalent of four pages (see the above guide to word counts) published in a financial year will receive complimentary NAW membership for the next year.

Creative Wood is the most regular member benefit every NAW member receives. The magazine should therefore be value for money, attractively presented, of interest to a range of woodworkers (while recognising that most NAW members are woodturners), and contain a mix of articles (including informative shared experiences and ideas, articles on forthcoming and past events around the country and overseas, project ideas and instructions, tool and machinery reviews and hints, book reviews, historical information, other inspirational items, as well as NAW member notices).