

# Bound & Lettered

## Author/Artist Checklist

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Name

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Address

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City / State (Province) / Zip (Postal Code) / Country

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Phone/Fax

E-mail

**The following is enclosed as part of my submission to Bound & Lettered:**  
(Please check the appropriate boxes, and include numbers where applicable.)

- Copy of Author/Artist Checklist.
- Hardcopy of Original Text. # of pages: \_\_\_\_\_  
*Please include your name & page number on each page.*
- Illustrations/Diagrams/Photos. # enclosed: \_\_\_\_\_  
*Please label each with your name and contact information.*
- Captions for Illustrations/Diagrams/Photos.
- Copyright Release Form.
- Biographical Information.  
*Up to 5 sentences, plus contact information, if desired.*
- Self-Addressed Stamped Envelope.  
*Must fit all submitted items to be returned and include sufficient postage.*

Please submit all necessary materials to:  
*Bound & Lettered*, Attn: Editor, 1833 Spring Garden Street, Greensboro, NC 27403  
Phone: 1-800-369-9598 Fax: 336-272-9015 E-mail: [tab@johnnealbooks.com](mailto:tab@johnnealbooks.com)

# Bound & Lettered

John Neal, Bookseller  
PO Box 9986  
Greensboro, NC 27429

800.369.9598  
336.272.6139  
336.272.9015fax

John Neal, Publisher  
Devender Sellars, Designer  
E-mail: [tab@JohnNealBooks.com](mailto:tab@JohnNealBooks.com)

## SUBMISSION GUIDELINES

*Bound & Lettered* (formerly *Tabellae Ansatae*) is a quarterly publication on artists' books, bookbinding, calligraphy and papercraft. We are always accepting ideas for new articles in any of these four areas. We regularly feature how-to articles with step-by-step instructions and illustrations, artist galleries featuring the works of accomplished calligraphers & book artists, useful articles on tools & materials, and book & exhibit reviews.

Below you will find guidelines for three of our most common formats. We are also open to suggestions for articles which do not fit into these formats. Please contact us to discuss other article possibilities.

*Bound & Lettered* will also reprint articles which have already appeared in guild newsletters or similar publications. If you are interested in having your work reprinted please mail us a copy of the original article.

### ARTICLE FORMATS:

All articles require a 2-3 sentence author bio.

#### HOW-TO PROJECT ARTICLE

1. 2-3 paragraph introduction
2. List of needed tools & materials
3. Step-by-step instructions
4. Photos/images/diagrams with captions

### ARTIST GALLERY

1. 6-8 images of artist's pieces
2. Captions for each image including title, year, dimensions, materials used & any other comments about the piece.
3. 500-1,000 words on the artist (background, artistic development, current artwork)

### EXHIBIT REVIEW

1. 6-8 images of exhibit pieces
2. Captions for each image including title, artist, year, dimensions, materials used & any other artist comments about the piece.
3. 4-5 paragraphs of text describing the event (Please include contact information.)  
*NOTE: If the exhibit is juried please include categories, winners & judges. If it is a traveling exhibit please list dates, venues & contact info for each venue.*

### **ADDITIONAL AUTHOR INFORMATION**

#### COPYRIGHT

Copyrights on all by-lined articles remains with the author. We are required to be sure that you own the copyright to all the materials you are submitting to us for publication. Please be sure to read and complete the enclosed "Reprint Permission." Your article will not be printed until this signed form has been received.

#### COMPENSATION

Compensation for your contribution to *Bound & Lettered* will be modest and based on the extent of the article. You will be issued a credit to be used towards items in the John Neal, Bookseller catalog of tools, materials and books for calligraphy, bookbinding and papercraft. Your credit can also be applied toward *Letter Arts Review* or *Bound & Lettered* subscriptions.

#### SENDING TEXT

**Please send text in digital format** as a Microsoft Word document. If you do not have access to Microsoft Word, please send as the body text of an e-mail. Also, to ensure that your text has not been altered by the e-mail process, **please mail a print-out of formatted text.**

#### SENDING ART

First, please keep in mind when choosing artwork that our publication is in black & white, so images must reproduce well in that format.

Original art, scanned images, line art, photos or slides are acceptable. Scanned images or photos should be submitted as .tif (Mac format) or .jpg files. Scans should be at least 300

dpi, except line art, which can be less. (Web images are not high enough quality to be used for print reproduction.)

We prefer scans that are at least 3"x5" or 4"x6" which allows us more flexibility in layout. Also, unless you have a high speed internet connection, it may be easiest to put high resolution images on a CD-Rom and mail them, as opposed to attempting to e-mail these large files.

If you are uncertain of how to send your artwork digitally, we can easily work with your slides, photos, or original art.

Lastly, original art that you would like to have returned should be marked as such, and will be returned after the issue is published.

#### QUESTIONS?

Please contact *Bound & Lettered* Publisher, John Neal, with questions regarding your article text or content (Rebecka@johnnealbooks.com). Contact *Bound & Lettered* Designer, Devender Sellars, with questions about sending artwork or digital images.

E-mail: tab@johnnealbooks.com; Phone: 800-369-9598 (US or Canada); 336-272-6139 (Foreign or Local).

Thank you for your time and consideration. I look forward to receiving your materials.

Best Wishes,  
Rebecka Fair  
Editor

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Signed

Date

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We promise the photo(s) will only be used in our magazine and possibly at our website. If you have any questions about this, please call us. Thank you.

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(Please draw a line through any empty space after listing the photo titles.)

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Date