Writing for *WEFT Magazine*

Thank you so much for contributing to *WEFT* Magazine! Please save this document and read it all the way through before you start writing - it includes guidelines for how you should write your piece as well as where to submit it when it's finished (on or before the due date in your contract).

Tell people what you're doing anytime!

We love it when authors tell people what they're doing, but of course we don't want to give away too much! Please feel free to post that you're contributing to *WEFT* on your favorite social media outlets, but just don't be too specific.

Tag us (so we can repost) and use the following hashtags on your post so more weavers can find you: #weftmagazine, #weaving, #writingaboutweaving

Things that should be turned in on or before your due date:

- Your article as a Word document (e-mailed to lisa@weftmagazine.com)
- Photos (final or mock, sent to Lisa; please see below regarding photos)
    - It's immensely helpful if you also include labelled photos of the samples you're sending so that we know exactly what to return. Make sure that your warp threads are vertical in the image (and weft horizontal), this helps confirm for our photography team your preferred *right* and *top* side of your cloth.
- Your 50-word bio written in the 3rd person and added to the end of your article
- A bio picture/headshot
- Your physical samples mailed to WEFT (address below)
    - Small sample of unfinished cloth if applicable
    - Finished cloth if applicable
    - 6-inch sample of each yarn you used if applicable
    - Any process samples you created if applicable
    - Please make sure you label your samples; for ease of photography painters' tape or a sticker on the back side of the cloth with the name of the sample is ideal. Tape/stickers are very easy to remove for photographs and then replace (things that are tied on are difficult during photography).
- Your w-9 filled out via our quickbooks link (if you are a US citizen)

Where to send your physical samples:

Jacey Boggs Faulkner
WEFT Magazine
3439 SE Hawthorne Blvd #214
Portland, OR 97214

If you're new to writing for WEFT, you may find the following information helpful:

Project Template

If you're doing a project for WEFT, here's a template of all the information we'd like to provide for our readers.

Project Notes

Project yield (ex. makes 2 napkins):
Structure (ex. plain weave, twill, etc):
Techniques (ex. clasped weft):

Equipment
# of shafts needed:
Minimum loom width:
Reed:
Special equipment:

Yarns - Warp(s)
Size yarn (ex 2/8 cotton):
Weight (Yds/lb or m/kg):
Ply:
Fiber:
Brand:
Color name/#:
Yardage required:

Yarns - Weft(s)
Size yarn (ex 2/8 cotton):
Weight (Yds/lb or m/kg):
Ply:

Fiber:
Brand:
Color name/#:
Yardage required:

Warp Details
Total ends:
Length (includes loom waste, take-up, sampling):
Any special notes on shrinkage, waste etc:

Sett
EPI or EPC:
Sley pattern:
PPI or PPC:

Dimensions
Width in reed:
Woven length:
Final width:
Final length:

Charts/Drafts
We can help recreate and make charts and drafts (suggestions below) but let us know what info needs to be included and send the information in any format you can! - pdf, written in text, picture of hand drawn graph, .wif, carrier pigeon etc. If you have any questions, just reach out to Lisa and she'll help.

- Heddle Count
- Warp Sequence Chart
- Weft Sequence Chart
- Draft

Project Romance
Tell us about your motivation, inspiration, your plan or anything that will get readers excited about your project and ready to weave it!

The Details (these are the step-by-step instructions)

- Warp (include any special instructions for warping, tips/tricks):
- Treadling and tie-ups (include any special instructions for treadling and tie-ups, tips/tricks)
- Weaving (include any step-by-step weaving instructions including finishing)

References
Any references we need to know about?

In General

Explaining Your Choices

Please remember that weaving has long-standing traditions and guidelines and if you decide to weave outside these (which is fine), you have to talk about why. For instance, when weaving plain weave, floating selvedges are not required. If for some reason you decided to use them, we will get emailed questions from our readers asking why, so please talk about why you made that choice. The more you explain, the more valuable weavers will find your work.

Voice and Content

Please be sure to dig as deep as you can within the scope of your article. You don't need to cover everything about the general topic because the entire issue is about the general topic and you can be sure that the elements outside the parameters of your article will be covered in the other articles.

As far as voice is concerned, use yours! *WEFT* does not seek to put forth one opinion or one voice, we are diverse and the voices behind the articles should reflect that.

No AI Use

Do not use AI to generate any of the writing of your article. Do not use AI to do any editing of your article. If you're worried about your writing, please don't. Your article will be going through several rounds of different types of editing, which will help with the organization/flow and any mechanical errors.

Our most important goal is to have your article sound like you, which is what we strive for while we edit articles. Using AI for writing or editing removes your personal voice, which is a big part of what we want to see in your article.

The Process

Please e-mail (lisa@weftmagazine.com) your article as a Word document saved with your name and article name in the title. (e.g., Smith – Weaver Fever.doc)

- **Content**: After we receive your article, we'll read through it for content and send it back to you with any questions or clarifications.

- **Tech editing**: From there it goes to tech editing where you may hear from us again if we have questions.
- **Copy editing**: Our copy editor will make sure everything is consistent and matches our style sheet etc.
- **Approval #1**: We'll send it to you for approval (this usually happens about 3 months before it goes to print and right before it goes to layout and design).
- **Approval #2**: About two weeks before publication, you'll get a semi-final PDF of the issue so you can make sure everything about your article looks just right. This will be our last chance to correct any mistakes.

Photos and Samples

We are striving to have consistently clear and beautiful photography in the magazine. To this end, we'll need you to send all the experimental, process, and final samples/projects to us.

Process shots are very important and there are several ways we can deal with these photos.

- You can take them (clear, uncluttered, at high resolution and as large a file size as possible). Make sure you show at least one edge of the cloth or loom, preferably two or more. Please do not crop, filter, or color-correct these images, our in-house photographer will do all that and make sure they match the rest of the issue. Even if you are taking your own process shots, please still send your final cloth, samples, or projects that you have so we can photograph them.

- We can take them. In this case, if you can take mock photos for us, it'd be helpful. These don't need to be high-quality (a phone camera will work), just be an example of what you'd like the photo to show.

When you send photos, the easiest way is to zip or condense them or use dropbox.com which is free and easy. You can also email them.

Contracts and Compensation

Your contract will be coming via DocuSign very shortly (if not already). It lays out all of the contractual details. We will return samples and payment at the same time:

spring issue: near the end of September
summer issue: near the end of December
autumn issue: near the end of March
winter issue: near the end of June

You'll also get a copy of the issue in the mail and a media kit via email about how to let the world know about your awesome work!

And that's it! I know it seems like a lot, please don't feel overwhelmed -- it's better to have the information all in one place than to not have it at all. You're going to do great and your article is going to look amazing on the glossy pages of the issue. Plus, you get paid for writing about weaving, how cool is that?!

Thanks so much for your contribution to our magazine!
Jacey and Lisa