



Dear SGQ Author/Contributor/ Columnist

Below is an 'article and column check-list' to follow for submitting articles and columns to the SGQ. Each author will have a folder set up for them in our dropbox. You will be sent a link to your folder. In the main article folder, you will find sub-folders:

• **Article** (folder with your name) > 1-The Article > 2-Author's Bio > 3-TOC Blip

Place in the sub-folder ([1-The Article](#)) your article in a Word.doc format or equivalent such as Pages or Text Editor.

Typically, articles are no more than 3,500 words (plus or minus). We try to avoid running two-part articles in concurrent quarterlies.

If you quote someone, you must use citations. If you make a factual statement, please footnote the source.

Please proof-read your documents before submitting. We will proof your document before it goes to press; however, we may or may not be able to catch inaccurate information so please double check facts.

We reserve the right to make editorial edits to articles submitted to the SGQ.

We cannot edit PDF documents.

Please do not embed photos into the text of your article. We will do this as we layout the magazine.

• **Your Brief Bio.** (who you are)

Please, include in the folder with your article your brief bio (about a paragraph or less) as a separate document in the subfolder ([2-Author's Bio](#)).

• **Table of Contents (TOC).**

Please include a short table of content blip/teaser in the subfolder ([3-TOC Blip](#)) of no more than 75 words.

• **Photo Images.** 1-Photo Images (Folder)> 2-Photo Descriptions > 3-Photo Release Form

Place photos into the subfolder ([1-The Photos](#))

We prefer images taken by professional photographers, but will accept photos you have taken as long as they meet the following criteria:

Photo quality- Always set your camera to use the highest resolution possible. If your camera has a setting for RAW format, please use it. Your photo might be used as a full page, or even grace the cover. A full page is 8.5x 11 inches, or we might want to enlarge a particularly beautiful smaller detail from your photo. As a rule of thumb the SGQ page size is 8.5" X 11" so a full page should have a resolution of 300dpi (dots per inch). Smaller images submitted, for example a 4"x 5" digital photo at 300dpi, can only be printed no larger than a 4"x 5". It can be reduced but not enlarged. Please don't crop or "fix" your photos. We will make any necessary image adjustments to ensure your photo will do you and the SGAA proud.

Your photos can be in JPEG, TIFF or PSD format. (No PDF files, please)

Please use a tripod with your camera whenever possible in low light settings. Blurry (out-of-focus) images, and over or underexposed images will not be accepted for use in the SGQ.

Place photo descriptions of each photo (in a Word.doc or equivalent such as Pages or Text Editor) in the subfolder ([2-Photo-Descriptions](#)). In this document include photo credits.

Example:

[Photo 1-DSCF9748.jpeg](#) Entryway of private residence, Asheville, NC. 16' x 10' Painted and kiln fired glass.

[Photo Credit: Bob Smith, Sharper Images INC.](#)

Please fill out and include the photo release form found in the sub-folder ([3-Photo Release Form](#)) and return it to the sub-folder ([3-Photo Release Form](#)).

Make sure you have permission from the photographer to use their images.

Make sure you give the photographer 'photo-credit' for the photos they took.

If there are people in a photo, make sure you have their permission to use their image(s).

If you take a photo of a building's interior or exterior, make sure you have the owner's permission to use photos of their building or home.

Never copy images from a website.

Never scan images from printed materials such as a book or magazine.

We will not accept film slides. Please have slides scanned and saved as .jpeg and placed in your folder.

About the Stained Glass Quarterly Magazine (SGQ)

The official name of the magazine is:

Stained Glass; *The Quarterly Magazine of the Stained Glass Association of America.*

It has been published continuously since 1906, which makes this one of the oldest publications still being produced in the United States. The SGQ is printed on recycled, archival paper, and each Quarterly goes into the collection of the Library of Congress.

For more information, questions, or submittals contact:

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