Conbook submission guidelines

General

Submissions can be e-mailed to us at conbook@minamicon.org.uk. Please fill in the following submission form for each article or piece of artwork. Don't forget to attach your submission to the email. For large files (>4Mb) please either upload them to a service such as Dropbox and e-mail a link to the address above, or contact us to arrange a suitable way of transferring them.

Submission Title:

Full Name:

Credited Name: *(name or alias as you would like to be credited in the conbook)*

Submission Type:

[ ] Article   [ ] Artwork

Submission Formats (please tick all that apply):

[ ] Plain Text   [ ] Rich Text   [ ] Microsoft Word

[ ] PNG   [ ] TIFF   [ ] JPEG

Files submitted: *(please list filenames)*

Does your article contain bold, italics, or other formatting that needs to be preserved: [ ] Yes [ ] No

Notes: *(please provide any information on how you would like your submission formatted/etc.*

If you are submitting any materials which are not your own, then please give details of the

license or other legal basis for their use here)

I warrant that I am the sole author of the materials submitted (except where noted above), and hereby grant Minami Con a royalty-free, non-exclusive, perpetual license to reproduce any work submitted.

Signature:

Name:

Date:

 Note that we may edit submissions before publication for spelling, grammar or other reasons.

Please avoid inappropriate language or content in your submissions (Minami is a family-friendly convention). Keep to approximately a PG-12 rating, and if in doubt ask!

The conbook is not for advertisements (commercial or personal) or vanity pieces. If you are interested in advertising at the convention please contact the committee and we can discuss a range of options.

Articles

The conbook generally has about 250 words to a page, so the minimum length for submissions should be about this. For a more substantial piece, 500 words (ie two pages) is a good number to aim for.

Longer articles can run up to 1000 words (four pages), but please try and avoid this unless it is really necessary - the more lengthy submissions we have, the less likely we are to be able to fit them all in.

See below for some more notes on how images affect the length of an article.

Article submissions should be made in one of the following file formats (in broad order of preference):

- Plain text (.txt)
- Rich text (.rtf)
- Microsoft Word (.doc)

In general, fonts/styling/etc do not matter as they will all be replaced with the Conbook font and styles when the article is laid out. If your article uses italics/bold/etc for emphasis then please submit it using either .rtf or .doc format, and mark the appropriate box on the submission so that the editor is aware they need to preserve these.

If your article contains box-outs or footnotes, then please put after the main text with appropriate labels. Footnotes should be numbered 1,2,3 (etc).

If your article contains URLs, please put them in a footnote or "Other reading" section at the end rather than in the main body of the text, as this makes them much easier to read (and lay out correctly).

If you need to include attributions, thanks or similar, then please provide them in a section at the end as well so that they can be properly formatted.

If you are including images to illustrate your article, then please send them as seperate files (*not* embedded in a Word Document).

A reasonably safe (but very broad) assumption is that a single image will occupy the same space as about 100 words of text - please take this into account when calculating the length of your article.

If the images are directly related to specific parts of the text, please include some notes with your submission about which image should be used where.

Please refer to the section on "artwork" for further guidelines on image sizes/formats/etc for submission.

Artwork

Artwork should be supplied in one of the following formats in the highest resolution possible:

- PNG
- TIFF
- JPEG (last-resort only – if you must, set the quality to be highest it will go when saving the file)

The conbook is printed at A5 size (148 x 210mm), which means that at 300dpi the resolution of a full-page image should be about 1748x2480 pixels. If your image is significantly lower than this in resolution, then we will only be able to use it if we can find somewhere it fits at a smaller (printed) size.

If you are submitting full-page artwork (or any artwork with a background, for that matter), then please be careful about the aspect ratio and bleed areas, otherwise it may not fit on the page or get cropped.

To elaborate further, the aspect ratio of an A5 page is the square root of 2 (1.4142) - in order words, to fit correctly an image should be 1.4142 times as high as it is wide (or vice-versa for landscape format images).

In addition to this, for artwork with anything except a plain white background, we need a "bleed" area –

this is a strip around each side of the image which is deliberately "off the side" of the page. It is not (normally) visible, but exists to avoid the possibility of small misalignments when assembling the book resulting in a strip of unprinted white paper showing.

Thus, please add an extra 3mm to all sides (so 154 x 216mm) to allow for this.

Also, it is possible that misalignments in assembly can go the other way - resulting in part of the edge of the image that should be visible getting chopped off. To avoid this causing problems, please also add an additional 3mm margin, and try to put all the critical image elements (especially text!) inside this region.

To summarise what this means is that for a full-page image you should set your canvas size to 154x216mm, *and* avoid putting anything important less than 6mm from any edge (3mm for bleed and 3mm for the margin).

If you are submitting artwork with no background (eg a single character), then please make the background a neutral colour so that it is easy to select and remove to overlay the character on the book background. For bonus points, if you can submit a PNG file with a transparency layer then this will make you the editor's best friend!

Finally, a quick word on signatures - we always credit the artists for images submitted to the conbook (usually, but not always, on a seperate "art credits" page as this makes the layout cleaner), so ideally from an editorial perspective we would prefer if you did not include a seperate signature on the image itself.

However, if you do wish to then for images with a background please take care of the guidelines on margins above (as signatures close to the edge of the image are highly likely to get wholly or partially cropped).

For images with no background, then please try and tuck the signature somewhere unobtrusive - remember that we often place images down the sides of pages with text adjacent to them, so in particular signatures that "wrap around" the sides of a character can very easily cause layout headaches!

If you are submitting a comic strip or other series of images, please follow the same length guidelines as given for articles above (ideally keep to two pages, maximum of four).

Legal and Other Notes

Anything you submit for the con book must be your own work, freely usable under a suitable open license, or materials which would be covered by "fair dealing" under UK copyright law.

You grant Minami Con a royalty-free, non-exclusive, perpetual license to reproduce any work submitted.

Any materials submitted must be legal under UK law, and not contain libels or infringements of the rights of any individual.