CONTENT CONTRIBUTOR PUBLICATION GUIDELINES FOR 2024 NCECA JOURNAL

Note: The 2024 *NCECA Journal* will be available for distribution in print and pdf formats.

SUBMISSION DEADLINE FOR ARTICLES AND IMAGES: September 27, 2023

Please carefully review and follow the instructions below before uploading materials for publication to this **Dropbox file request folder: https://www.dropbox.com/request/hj9CgZvd8AZNI5RwOIB2**

EARLY SUBMISSION IS HIGHLY ENCOURAGED! NCECA is committed to creating the very best publications possible; however, **there are design and print deadlines that cannot be compromised**. Please work with us to make it happen.

INTRODUCTION

A publication dedicated to ceramic artists, researchers, curators, teachers, and learners sharing ideas and knowledge, the *NCECA Journal* provides a lasting document of the annual conference and the organization's year-round efforts. Conference presenters are asked to contribute an illustrated article in accordance with deadlines, text, image, and technical requirements outlined in this document. Presenters who submit materials late or not in compliance with publication requirements may jeopardize NCECA's capacity to produce a publication that represents creative, contextual, and critical practices that are shaping ceramic art, teaching, and learning today. Timely submission of thoughtfully produced content for the *NCECA Journal* will ensure that presenters receive the maximum level of honorarium indicated in agreements.

Articles may be edited to align with the style of the NCECA Journal and work in accordance with space and design limitations of the publication, If submissions do not meet NCECA's Publishing Guidelines, articles may not be published.

Individual lecturers and demonstrators are responsible for submitting a single article for their presentation according to the guidelines below.

Those participating in multi-person presentations (panels, co-lectures, and project space) must identify a single member of their team as the aggregator and editor of the group's written and pictorial content for submission to the *NCECA Journal*. For group presentations, each participant may contribute a brief piece on their component to the aggregator who will synthesize the pieces into a single submission with individual contributors noted in the byline.

The production values of the Journal are a hybrid of those encountered in contemporary periodicals and traditional academic journals. Submission of high-resolution images is necessary. Please read these guidelines carefully and contact support@nceca.net if you have any questions.

Inability to meet this and/or other NCECA deadlines may result in exclusion of your article from the *NCECA Journal* and reduction of your honorarium.

Conference articles/manuscripts will be published in the *NCECA Journal*, and possibly through other NCECA content distribution channels. For example …

- Include your article in future electronic editions of the annual journal and other possible publications and archives in print and electronic format
- Disseminate Journal submissions in the form of individualized or anthologized digital resources and/or in print editions at a future date.
- Post excerpts from articles on NCECA's current and future social media networks, including Instagram, Facebook, LinkedIn, Twitter, YouTube, etc.
- Incorporate text and images provided by presenters as materials made available to the media and/or used in reports.

PRESENTER SUBMISSION SPECIFICATIONS

Lectures, Co-lectures, Panels, Projects Space, Makers Space, and Clay Fab Lab articles should:
- be in the range of 500-1,500 words (Panels may submit up to 2,000 words) and cover significant points to be made in your presentation,
- include 4-6 high-resolution images (photographs and/or illustrations) corresponding to the article and/or the artists' work,
- and include a current 50-word bio for each presenter. (Do not exceed 50 words)

Demonstrating Artist articles should:
- be in the range of 500-1,500 words and may discuss personal aesthetics, professional practice issues, and/ or techniques. Inclusion of an expansive artist's statement is also encouraged, as are glaze recipes/formulas and "how to" tips,
- include up to 10 high-resolution images of your work and up to 5 environmental or studio images for use in the article and elsewhere in the Journal
- and include a current 50-word bio and a headshot.

Emerging Artist articles should:
- be in the range of 500-1,500 words and may discuss personal aesthetics, professional practice issues, and/ or techniques. Inclusion of an expansive artist's statement is also encouraged, as are glaze recipes/formulas and "how to" tips,
- include up to 10 high-resolution images of your work and up to 5 environmental or studio images for use in the article and elsewhere in the Journal,
- and include a current 50-word bio and a headshot.

Past Master articles should:
- be in the range of 250-500 words and highlight significant career and life accomplishments of the person being remembered,
- include the following high-resolution images for the person being remembered:
    - 1 headshot and 1-3 artwork images
- and a current 50-word bio for yourself as the author.

Awardee articles should:
- be in the range of 200-300 words and highlight significant career and life accomplishments related to the awardee
- include the following high-resolution images for the awardee:
    - 1 headshot and 1-3 artwork images

TEXT PREPARATION

- NCECA provides a style guideline document to assist contributors with frequently asked questions and terms. Articles may be edited to align with the style of the *NCECA Journal* and work in accordance with space and design limitations of the publication, If submissions do not meet NCECA's Publishing Guidelines, articles may not be published. If significant editing of a manuscript is indicated, a reasonable attempt will be made to contact and work with the author/presenter/participant.

- All text files *must be submitted as text documents compatible with Microsoft Word*. Do not submit articles as PDFs or .pages documents.

- Emphasis should only be made using **bold** or *italics* text. ALL CAPS may be used only to instruct the Journal designer on the insertion of graphic elements, images, and image captions.

- Use only one space after periods at the end of each sentence.

- Footnotes should appear as endnotes at the end of the document rather than at the bottom of the page and should not be listed as a bibliography. Footnote numbers in the text must start with the number one, and each subsequent footnote should be consecutive, as should the endnotes to match. More details about endnotes can be found in the NCECA journal style guideline attachment.

- Please do not include visual elements within the body of the text (such as tables, graphs, etc.). Please supply such features as separate files.

- Contributors are required to spell-check and proofread their articles prior to submission.

- NCECA encourages you to have a qualified friend or colleague review your contribution before submitting as fresh eyes can benefit the editing outcome.

- Please do not embed images in your text document. **All images must be submitted separately** (see below).

- Refer to the NCECA Journal Style Guidelines document for additional information about common spelling, capitalization, punctuation, formatting, and terminology questions.

DIGITAL IMAGE SPECIFICATIONS

- High-resolution photographs are required for publication in the *NCECA Journal*.
  - Image specifications: 300 dpi resolution – sized 8" x 10" (2400 x 3000 pixels) – CMYK color space – Uncompressed or high-quality files are ideal, as JPG or .PNG or .TIF files

- **Color space**: Converting images from one color space to another is not recommended. You will see a de-saturation of color going from RGB to CMYK. Please adjust the color of your image to compensate so that your work will print as accurately as possible.

- Graphics, logos, and illustrations may be submitted in print ready high resolution PDFs or in the following file types: Adobe Illustrator, EPS, and Photoshop.

IMAGE CAPTIONS—HOW TO FORMAT ARTIST/ARTWORK CREDITS

All photographs, tables, charts, supporting images, drawings and artwork must be accompanied by captions. These should be submitted in a separate text document labeled "Caption List" along with your name and title of the article. Number the caption list and your corresponding images. If there is more than one person or object in the image that is mentioned in the caption, these should be identified with directives: left to right, clockwise, or counterclockwise, i.e. left to right, John, Mary and Tony.

ARTIST NAME, *Italicized Title,* Year, Materials listed with Oxford comma (include clay type, not just "ceramic" unless it is pre-fired material), Dimensions in inches using " and space on either side of x (h" x w" x d"), Photo credit: First Name Last Name

Example:
EDITH GARCIA, *Tricks*, 2011, Stoneware, metal, wire, and glaze, 17" x 15" x 9", Photo credit: Robert Couto

FOR OTHER IMAGES:
Subject(s), title, or description, Year, Materials (if applicable), Size (height x width x depth in inches if applicable), Photo credit: First Name Last Name

When using names of multiple subjects in captions, typically list names left to right or clockwise.

NAMING FILES
Create a folder and within that folder, place all your properly named files using the examples below:
Folder name: TypeofPresentation_Article-Title_Firstname_Lastname
- Ex: Co-Lecture_Safety-in-the-Ceramics-Classroom_Firstname_Lastname

- Journal Text File Naming Instructions:
  - Firstname_Lastname_TypeOf Presenter_JournalText
    - Ex. Edith_Garcia_EmergingArtist_JournalText
- Journal Image File Naming Instructions:
  - Firstname_Lastname_JournalImage_1
  - Firstname_Lastname_JournalImage_2
- Journal Image Caption File Naming Instructions:
  - Firstname _Lastname_ImageCaptions
  - (submit one file with all image captions, designate captions for JournalImage_1, JournalImage_2, etc.)

UPLOADING INSTRUCTIONS
To upload your article for the NCECA Journal, enter the following URL into your browser:
https://www.dropbox.com/request/hj9CgZvd8AZNI5RwOIB2

Depending on the location(s) of the files you plan to upload, in the browser window that loads, click **Add files** to upload a file. Alternatively, you can drag and drop the file(s) you'd like to upload directly into your browser window. If you have more files to upload, click **+Add more files.** Once you have all the files you want to upload, you may be prompted to enter your first name, last name, and email address so the file collector can identify your files. Click **Upload**.

Note: You can add more files at any time by clicking the file request invitation for as long as the file request is open. You will not be able to access files that you already uploaded. A **Finished Uploading** page will load when you've successfully uploaded your files to the file request.

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