

ROCK

Australia's climbing magazine

Guidelines for submitting material for publication in *Rock*

(Effective *Rock* no 78)

To avoid unnecessary work and disappointment and to maximise payment for submissions, intending contributors should read and follow these Guidelines closely. It is wise to make a phone or email enquiry to the Editor before submitting material, particularly if a lot of work will be involved in preparing the submission.

What sort of material does *Rock* want?

1 The submission must be of relevance and interest to *Rock's* readers.

A thorough study of recent issues of *Rock* is essential to determine the type of material sought and the way it should be presented. *Rock's* coverage is confined strictly to *rockclimbing* and *mountaineering*, particularly *Australian*-based material. (Limited space is given to overseas climbing, provided the material is about Australians and the activities described are either significant, such as an Australian ascent of a major Himalayan peak, or likely to be of direct interest to a large percentage of *Rock* readers.)

Rock aims to provide lively, well-written and highly readable articles, as well as interesting and reliable information supported by outstanding colour images. Articles feature places to climb, first-person accounts of unusual or significant climbs, profiles of prominent climbers, equipment, technique and instruction, training and health, and ethical issues.

Material most wanted includes high-quality images of climbers in action, profiles of climbers, well-crafted feature articles about areas of major interest in Australia, as well as shorter items for *Rock* News, *The Sharp End*, *Cautionary Tales*, and *Tipz*.

Rock is interested only in material which has not been nor is likely to be published anywhere else in the same or similar form as submitted to *Rock*.

2 The submission must be easily assessed, processed and published.

Pedantically follow these Guidelines for the way your material is presented and submitted. Making it easy for the Editor will aid your chances of publication.

3 The submission must, ideally, enhance *Rock's* quality, appeal and standing.

Plan your submission well before you start work on it. Gather all the necessary information and material (usually including excellent action images). Draft and redraft. Test the results on friends. Critically appraise your work, particularly against articles already published in *Rock*. 'Fact boxes' often add to a feature article. Finally, check and recheck your facts.

Practical considerations

Ideally, and to be eligible for maximum rates of payment, written material should be supplied in Microsoft Word 2000 format and emailed to editorial@wild.com.au. See 'Images' below, for information about submitting images.

Article basics

Articles may be from 2000 to 3000 words. Well-written articles with good images are normally given preference. Articles should be thoroughly researched, well written and on original topics or take a fresh approach to well-known subjects. Personalities play an important part in *Rock*, so include plenty of human interest, humour and quotations. Controversy and warts-and-all realism should be included where appropriate. Be imaginative, but also ensure that your information is *accurate*. All facts should be thoroughly researched before writing.

A clear, concise style is desirable. Avoid long sentences and paragraphs. Keep it simple; avoid mixing tenses, and be *consistent*, particularly with punctuation, naming people and places, and with style.

All items published in *Rock* are subject to editing for both length and style.

Personal notes about new contributors are requested in the form of an autobiographical sketch of up to 40 words.

Deadlines

The following published deadlines are for the receipt of last-minute changes, news items and the like. Feature articles are normally selected some months before these dates. Even smaller items, such as news items, and photos, should reach the publisher not less than two weeks before these dates:

31 January (autumn issue), 30 April (winter), 31 July (spring), 22 October (summer).

Editorial enquiries

These are encouraged. Contact Ross Taylor, Editor, Wild Publications Pty Ltd, PO Box 415, Prahran, Victoria 3181. Phone (03) 9826 8482, fax (03) 9826 3787, email editorial@wild.com.au. We will be pleased to answer questions, preferably by phone, or assist in the preparation and submission of material for possible publication in *Rock*.

Images

These are of great importance to *Rock*. Digital images and transparencies are both accepted.

Images are published with the name of the person (or *bona fide* conservation organisation) who took them at the foot of the photo caption. Business names and/or photo agencies are not named. Product images are not credited, neither are images as they appear on the contents page.

Digital Images

Images from high quality digital cameras are accepted.

- Resolution: 6 megapixels minimum.
- File Format: Images should preferably be shot in 'Adobe 1998 RGB' colour space. DNG or TIF files are preferred. JPG files are accepted, but only at maximum quality/minimum compression. We cannot currently accept proprietary raw files (e.g. Nikon NEF, Canon CR2, etc).
- Post Production. Images Submitted should not be edited, except for rotating, cropping, spotting, and minor levels/curves adjustments. If you feel compelled to make alterations to an image, submit it in DNG format (so we can see and reverse changes if necessary). Images should not be sharpened.
- Naming: All images should have a unique and concise file name that you can recognise. It is imperative that the filename identifies the photographer (initials are okay);
- Information about photographs should be recorded in a file's metadata, such as:
 - Photographer's name and contact details
 - Subject, location/description of image, caption
 - This information should also be provided in a Microsoft Word or Excel 2000 document, or on paper. See 'Captions' below
- Unless otherwise discussed, limit submissions to 15 images maximum.

Transparencies

35 mm or larger format transparencies are accepted. Black and White (including C41 Black and White) negatives are also accepted. Scans are subject to the 'digital image' guidelines as above, and can be submitted for consideration. Scans can be used for previews, but are often not of sufficient quality for publication. As such, we may request original transparencies if we deem your scan to be insufficient.

- Mounting and Labelling: Transparencies should be mounted (film strips are not acceptable), and each mount should contain:
 - Photographer's name and contact phone or email
 - A reference number
- Captions and other information: A separate sheet or Microsoft Word or Excel 2000 document should be provided which lists:
 - Photographer's name and contact details
 - Slides reference number
 - Subject, location/description and caption (see 'Captions' below).
- A contact sheet is recommended, but not required.
- Preview scans and contact sheets can be emailed or posted to *Rock*.

Captions

Captions should include points of particular interest, details of location (altitude if appropriate), and names of people visible. Be sure to get the spelling of names and altitudes right. When more than one person is concerned, state whether names read from left to right or clockwise from a stated point.

Consider how a caption will appear in print. Humour, descriptions, etc, are of value.

Product Images

Studio images for Gear Surveys, Equipment and Reviews should be in EPS, TIF or JPG format. Images should measure approximately ten centimetres square at 300 dpi.

Maps

Maps showing a route taken should *not* be drawn. Rather, where appropriate articles should be accompanied by a suitable government survey map (on loan to *Rock*) with a tracing-paper overlay indicating the route taken.

Line drawings, diagrams and cartoons

Scans of line drawings, diagrams or cartoons should be in CMYK format, and can be supplied as either:

- black and white (no grey tones)—scanned as bitmap or line art at 1200 dpi;
- black and white with graduated grey tones—scanned as eight-bit greyscale at 300 dpi
- colour—scanned as 24-bit colour at 300 dpi

Scans of line drawings, diagrams and cartoons should be saved in EPS or TIF or JPG (using maximum quality setting) format.

Artwork created using drawing software such as Illustrator should be saved as CMYK, EPS files.

Alternatively, send line drawings, diagrams and cartoons in black ink on good-quality, white, art paper. They should be camera-ready for reproduction. Any lettering should be indicated on a separate hard copy.

Delivery of Images

Low-resolution JPG previews are recommended, as is a contact sheet (printed or digital). These can be emailed or provided along with the full-resolution images. Full-resolution images should not be emailed. Mail them on a CD/DVD or send via a file delivery service (such as www.yousendit.com, which is free for files up to 100 mb in size. Zip multiple files together first, and send to editorial@wild.com.au).

Transparencies should be adequately protected and packaged. They can be mailed or hand-delivered.

All item sent to *Rock* must be clearly labelled with the owner's name and contact details. In the case of prints, maps and illustrations, be sure not to mar the viewing surface. Write or label the back of such items where applicable.

Return of contributors' material

Slides, maps and original artwork are returned (via Australia Post) upon publication or, in the case of material not required for publication, when it is no longer required for consideration for *Rock*.

CDs will not be returned unless requested.

If you prefer to pick up your material in person, indicate this clearly. Similarly, clearly indicate if you require Express or Registered post, and provide an appropriate pre-paid satchel.

Ownership of material and liability of contributor

All material submitted for possible publication in *Rock* must be original work and the property solely of the person submitting it.

All written contributions are received on the understanding that the contributor is the owner and that he or she assigns copyright in the work to the publisher, Wild Publications Pty Ltd ABN 42 006 748 938. It must be clearly stated if any of the material, or anything similar to it, has been sold or published, or is being considered for publication elsewhere. The contributor agrees to indemnify the publisher in respect of any breach of copyright, action for defamation or action arising out of inaccuracy of information in the article.

All image contributions are received on the understanding that the contributor is the owner and that he or she assigns exclusive usage rights of the image for the duration of the cover date of the issue in which that image is published.

Page layout as published in *Rock* is copyright of Wild Publications Pty Ltd.

Copyright and conditions of acceptance

Each issue of *Rock* is copyright in the name of the publisher. Subject only to the conditions below, contributors assign full copyright of any written material (including the right to reproduce material in a printed, electronic or digital form and to communicate it to the public) and industrial property rights in all material submitted for publication in *Rock*, for the term of the copyright, to Wild Publications Pty Ltd, or its assigns, licensees and legal representatives. The publisher may accede to a request by the original owner to reproduce material elsewhere after expiry of the cover date of the issue of *Rock* in which it is published. Should the publisher wish to republish any material in

another form it will seek the permission of the (original) owner and negotiate a second payment. If any payment is received for the reproduction of material from *Rock*, including any photocopying royalties, it will be shared equally between the publisher and the contributor.

Material submitted may, at the sole discretion of the Editor, be published in either *Rock* or *Wild*.

The publisher has the sole option to publish part or all of any submission. In the event that a contributor requests the return of part or all of a contribution, the publisher has the right to exercise this option at any time within nine months of any such request, notwithstanding that such a request has been made by the contributor. Any such request must be in writing.

An invitation or approval to submit material does not constitute an assignment, and the name of *Rock* or the publisher must not be used to report or gather material.

Rock takes the utmost care in handling and storing contributors' material, particularly slides, and is proud of its outstanding record in this regard. *Rock* gives email (written if applicable) acknowledgement of the date of receipt of each submission. From that date until it leaves *Rock* for return to the contributor, *Rock* will accept responsibility for the care of contributors' slides. In the event of accidental loss or damage to original slides (or in the event of slides being destroyed by fire caused by negligence) in *Rock's* care during that time, *Rock* will pay the contributor \$250 per slide, up to a maximum of \$5000 in total for a contributor. *Rock* does not take responsibility for any material lost in transit to or from *Rock*. Contributors are required to provide appropriate and correctly addressed packaging for Express Post, Registered Post or Security Post for the delivery to, and return from, *Rock* of all slides and other valuables.

Contributors are responsible for the declaration to the Australian Taxation Office of details of all payments received from the publisher and for the payment of any tax due in respect of these.

The GST and payments

The Goods and Services Tax ('GST') legislation may affect your payment in one of four ways.

1. If your contributions are neither professional nor relating to an enterprise (this will be the case for most contributors) you are required to notify us in writing that all material supplied to us now and in future relates to a hobby. We will then pay for published contributions with no GST added.
2. If you have an Australian Business Number ('ABN') but are not registered for the GST, you are required to notify us of this in writing, including your ABN. We will then pay for published contributions with no GST added.
3. If you are registered for the GST, you are required to notify us in writing that you give Wild Publications permission to issue a Recipient Created Tax Invoice on your behalf now and in future. (This means that you do not need to issue us with a Tax Invoice for any payment.) We will pay for published contributions plus ten per cent GST and issue you a RCTI for the amount and the ten per cent GST.
4. If you have not given us a 'hobby statement', or you do not have an ABN, or are not registered for the GST, Wild Publications is required to withhold 48.5 per cent of any payment. The amount withheld will be remitted to the Australian Taxation Office ('ATO'). You may be able to claim back from the ATO the portion of withholding tax to which you are entitled at the end of the financial year.

To comply with this requirement please complete the attached 'Contributor's Details' form and send it with your submission.

To help you understand this tax system, we will provide a payment slip with your payment. If you have any queries about the GST legislation, please call the Tax Reform Infoline on 13 61 40 or visit the ATO web site: www.taxreform.ato.gov.au

Payment

Once *Rock* has received a completed Contributor Banking Details form, payment is made upon publication, by EFT (Paypal or cheque for overseas contributors) at the rate of up to \$80 (exceptions include the cover, \$128; Rock Gear Surveys, \$220) for each published page of articles and images. Payment for images and original illustrations is subject to a minimum of \$28 when they are not published with other material by the owner. The actual amount paid is at the Editor's discretion and has regard to factors including, but not limited to, presentation of material in accordance with the requirements and conditions of these Guidelines, whether it is received in sufficient time for the issue concerned, the amount of follow-up required, and the degree of editing considered necessary by the Editor.

Notification of payment will be sent via email (or post if applicable).

Note: no payments are made in respect of:

- covers, images or any other pages (including from *Rock*, *RockGUIDES*, posters) reproduced in any printed or electronic *Rock* or *Wild* promotional material,
- images reproduced on the Contents pages,
- product images in gear-survey tables and Equipment, and cover images in Reviews,
- letters to the Editor (Rockfall),
- Tipz reproduced on Wild Publications' web sites.

To:
The Editor, *Rock*
Wild Publications Pty Ltd
PO Box 415
PRAHRAN VIC 3181
Fax (03) 9826 3787

Dear Editor

For contributions to Wild Publications, my status with regard to GST is as follows:
(Select ONE by ticking the appropriate box)

My contribution is neither professional nor relating to an enterprise. All material supplied to Wild Publications now and in future relates to a hobby.

My contribution is professional or relates to an enterprise. I have an ABN but am not registered for GST.

My ABN is

My contribution is professional or relates to an enterprise. I have an ABN and am registered for GST. I give Wild Publications permission to issue a Recipient Created Tax Invoice on my behalf now and in future.

My ABN is

Please withhold 48.5% of any payments for my contributions and remit it to the ATO.

Note: refer to the Guidelines for Contributors section entitled 'The GST and payments' for an explanation of how GST will affect your payment.

Contributor's details (please print)

Name

Address

Phone number Email Address

Signature

Payment Details (If you do not have an Australian bank account, please provide a PayPal account (preferred) or indicate 'cheque' payment)

Bank Account Account name:

BSB number: Account number:

PayPal. PayPal account name for payments *outside* of Australia only
(email address):

Cheque delivered to above mailing address

Donated. I hereby authorise Wild Publications Pty Ltd to pay my contributor payments to:
Name, address and bank details.....

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If you're interested in receiving a subscription to *Wild* or *Rock* as part of your payment, please give us a call on (03) 9826 8482. The value of the subscription will be deducted from your final payment, which you will receive upon publication of the magazine.

To:
The Editor, *Rock*
Wild Publications Pty Ltd
PO Box 415
PRAHRAN VIC 3181
Fax (03) 9826 3787

Dear Editor

I acknowledge that I have read the Guidelines for Contributors (effective *Rock* no 78) to your magazine, and in consideration for any contribution of mine being accepted for publication at any time and payment according to your current rates, I agree to be bound by the conditions in the Guidelines, and I represent that each and every contribution of mine is submitted in complete accordance with the Guidelines.

In particular, and without limiting the generality of the foregoing, I agree:

- 1 The editorial staff of *Rock* may edit my contribution(s) at their absolute discretion.
- 2 I represent that the material submitted is original work and my sole property. It or similar work has not been sold or published elsewhere and is not being considered for publication elsewhere.
- 3 I hereby transfer the copyright of my written contribution to Wild Publications Pty Ltd, and indemnify Wild Publications Pty Ltd, and all persons associated with it, in respect of any breach of copyright in respect of my contribution and against any actions for defamation and/or actions arising out of inaccuracy of information in the contribution(s). Written material and layout published in *Rock* is copyright in the name of Wild Publications Pty Ltd.
- 4 I hereby grant exclusive usage rights of my image contribution to Wild Publications Pty Ltd for the duration of the cover date of the issue in which that material is published.
- 5 I hereby acknowledge that, at its sole discretion, Wild Publications Pty Ltd has the sole option to publish part or all of my contribution(s). In the event that I request the return of part or all of my contribution(s), Wild Publications has the right to exercise this option at any time within nine months of any such request, notwithstanding that such a request has been made by me. (Any such request having been made in writing.)

Yours faithfully

.....(signature)

.....(name—please print)

.....(date)