

Idaho Watercolor Society Newsletter

Contributor Guidelines & Submission Standards

Purpose

The Idaho Watercolor Society (IWS) Newsletter highlights the creativity, community, and expertise of watercolor artists, galleries, and mentors across Idaho. These guidelines help ensure every issue looks professional, consistent, and easy to manage. All contributors—artists, galleries, and mentors—are asked to follow the same submission standards below.

General Submission Info

- **File types:**
 - Articles: .docx (Microsoft Word format)
 - Images: .jpg only (no PDFs, PNGs, or embedded images)
 - **Deadline:**
 - Submissions are due by the **dates in the accompanying email**.
 - You will have one opportunity on a two-day turnaround to review and comment on the article. If you do not respond, it is considered ready to print.
 - **Word count:**
 - Feature articles: 500–800 words
 - Short updates or spotlights: 100–300 words
 - Mentoring or expert columns: up to 1,000 words
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Required for All Contributors

1. **Article or Interview Content**
 - Submit in .docx format only.
 - Please write clearly and conversationally, professional but warm in tone.
 - Submissions may be edited, reformatted, or condensed for clarity, tone, or space (e.g., adapted into a “Top 10 Tips” format).
 - Final editorial decisions rest with the IWS newsletter team
2. **About the Contributor**
 - Include a short “About” paragraph (50 words) at the end of your document.
 - Mention your artistic focus, location, and any relevant gallery or IWS involvement.
 - Attach one clear **headshot** (.jpg, 1–3 MB).
3. **Visuals**
 - Include at least **one to three .jpg images** to accompany your article (artwork, studio, or event shots). If your article would benefit from several images, please do include those to exemplify content.
 - File names should follow this format:
Lastname_Firstname_TitleOfWork.jpg
 - Include captions or details (title, medium, dimensions, and location) in your Word document.
 - Clear, naturally lit images work best—no filters or heavy edits needed.
4. **Links & Credits**

- Provide one or more links for readers (e.g., personal website, Instagram, or gallery page).
 - Confirm you have rights to all submitted images and text.
 - By submitting, you grant IWS permission to publish your materials in both print and digital newsletter formats.
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Optional Enhancements

- Favorite quotes, tips, or insights for emerging artists
 - Behind-the-scenes photos (studio, plein air, exhibition)
 - Upcoming events or workshops
 - Advice or lessons learned
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Editorial Process

- Submissions are reviewed and edited for clarity, tone, and length.
 - Articles may be shortened or reformatted to fit the issue layout.
 - Contributors will receive confirmation of inclusion but and one pre-publication proof (see above).
 - Once the deadline has passed, it is considered ready to go if we don't get a reply or small edit suggestions.
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Contact

For questions or assistance:

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