

ARTISTS AT WORK* is published by GYST Ink, an artist run company for artists

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ARTISTS* AT WORK Editorial Policy

ABOUT GYST INK'S ARTISTS* AT WORK NEWSLETTER

ARTISTS* AT WORK is an informative, professional practices newsletter for the arts published by GYST Ink, an artist run company for artists that provides software, support services and information for contemporary artists. It is available for free and is e-mailed as a PDF the first week of every other month. Current and previous issues are also available for download on our website: www.gyst-ink.com/newsletter.

You are welcome to forward the newsletter to artists and friends but may not sell or reprint its contents. Please see our web site for more information and contact the editors if you have further questions via email at editors@gyst-ink.com.

MISSION STATEMENT

GYST Ink is dedicated to providing artists and arts organizations with an integrated mix of software, services and information in support of their personal, professional and creative goals. The mission of the ARTISTS* AT WORK newsletter is to highlight key information and topics specific to professional practices for artists and arts related organizations in a format that is easily digested and shared.

Guidelines for Submission

INITIAL INQUIRIES:

Please send a story pitch or brief description or your article in a Word document or in Rich Text Format. ARTISTS* AT WORK editors review content once a month. Please be advised that the newsletter is electronic, thematic and produced one month in advance of publication. For bi-monthly submission deadlines and themes, visit our web site at www.gyst-ink.com/newsletter. Indicate the issues for which you request consideration. All inquiries will be answered via e-mail in a timely manner.

FEATURES-by invitation only

The features section of each issue explores an established theme, which is listed on the GYST Ink web site at www.gyst-ink.com/newsletter and at the end of this document. Articles range from 750 - 2000 words. In general, we do not publish unsolicited submissions in the features section, but inquiries are welcome.

Submissions must be sent as a Word or Rich Text Format document via e-mail to editors@gyst-ink.com. Authors are responsible for submitting images, along with proof of permission to reprint. Please see FEATURE IMAGES below for details.

SUPPORTING DOCUMENTATION

New contributors should provide two short writing samples, a resume, short bio (35 words maximum) and complete contact information, including a physical mailing address. Unsolicited submissions sent by mail will not be returned. 1

There are no academic or professional credentials required of contributors. Contributors are accepted solely on the merit of their writing samples. New

contributors must read our STYLE GUIDE and sign and return a WRITER'S AGREEMENT before payment can be issued.

The editors reserve the right to approve or reject submissions. On rare occasions, *ARTISTS* AT WORK* will run previously published articles. Such decisions are made on a case-by-case basis, and fees will be negotiated at the time of inquiry. Please read our STYLE GUIDE before making a submission. If you have additional questions, please contact the editors directly at editors@gyst-ink.com.

BOOK REVIEWS

Book reviews may be up to 500 words. We will only consider books that are written about professional practices or in some way support the work of artists. The editors may solicit a review copy of a book from its publisher and have it sent directly to the reviewer by mail.

WHAT WE DON'T DO

VISUAL ART REVIEWS

At this time, we do not publish art reviews because this newsletter's focus is to encourage the business of being an artist.

EXHIBITION ANNOUNCEMENTS

Paid ads only, please. Please contact bari@gyst-ink.com.

COMPENSATION

Payment is 10 cents per word. See Submissions Calendar for word limits.

Image Guidelines

FEATURE IMAGES

Images must have an original resolution of 150 dpi and must be 450 pixels on the shorter side. *ARTISTS* AT WORK* prefers PDF, EPS or JPEG files. Please do not send images that have been enlarged to meet our image specification – they are not suitable for publication. We do not accept slides, negatives or prints. Send images and captions via e-mail to editors@gyst-ink.com.

Captions for artworks must include:

- Artist name
- Title of piece
- Date
- Dimensions
- Materials

Captions for other images should clearly define the visual information presented. Photo credits must be included in the caption. Submissions will not be published unless image and caption information is complete. GYST retains the right to refuse images.

PAYMENT

Payment, at 10 cents a word, will be issued upon publication. *ARTISTS* AT WORK* does not pay kill fees. Writers are responsible for keeping their contact information current. Please send all change of address to info@gyst-ink.com. You do not need to invoice GYST Ink because payment is automatically processed at 2

publication.

STYLE GUIDELINES

Refer to the *Chicago Manual of Style* and *Webster's 19th Collegiate Dictionary*. Use open punctuation: i.e., a minimum of commas, quotation marks and other punctuation, as well as a minimum of italics and capitalization.

Footnotes

- If citations are necessary, write them into the body of your text.

DEADLINES FOR SUBMISSION

| Date of Issue | Theme | Deadline |
|---------------|---------------------------------|-------------------|
| August 2007 | Studio Visits | Past |
| October 2007 | Getting the Work Out | September 1, 2007 |
| December 2007 | Planning for Artists | October 1, 2007 |
| February 2008 | Fundraising for Artists | December 1, 2007 |
| April 2008 | End of the Year Business Issues | February 1, 2008 |
| June 2008 | Fame | April 1, 2008 |

WE ARE ACCEPTING SUBMISSIONS IN THE FOLLOWING CATEGORIES:

All categories below are included in each issue.

| Submission Category | # of words | Payment | How to Submit |
|-----------------------|-------------|-------------------|---------------------|
| Feature Article | up to 2,000 | 10 cents per word | See above |
| Column/Check Lists | up to 500 | 10 cents per word | See above |
| Tips and Tricks | up to 100 | 10 cents per word | See above |
| Book Reviews | up to 500 | 10 cents per word | See above |
| Ask GYST | n/a | none | Send us a question |
| That's Business | n/a | none | Send us information |
| Asterisk of the month | n/a | none | Send us an image |
| Quote of the Month | n/a | none | Send us a quote |
| Featured Organization | n/a | none | Send us information |

ADS

Please visit our web site for ad guidelines or e-mail our Marketing Manager, Bari Ziperstein at bari@gyst-ink.com

Thank you for your interest in *ARTISTS* AT WORK*.