

# Project Instructions Template: Please Read

- Please use this template to format and send in all your instructions.
- Instructions must be submitted in one of the following formats: **Microsoft Word (Windows or Google Documents (All computers can use this))**
  - **NO PDFs OR ANY OTHER FILE TYPE, UNLESS PRIOR PERMISSION FROM THE EDITOR HAS BEEN GRANTED.**
  - **Send this file via email to [editor@paintingworldmag.com](mailto:editor@paintingworldmag.com)**
  - Please don't print it off and mail it to me, I need it in a format I can copy and paste.
- **Pictures Should be sent via email. Dropbox or Google Drive with notification sent to the editor prior to doing so.**
  - **Instructions must contain all paint product numbers and brush sizes. Your instruction page count must be no greater than 6 pages. Please write in the instruction document where each image should be placed and number the images accordingly. When you get ready to send your file, please send your photos, signed license agreement, line drawing, Instructions, and a brief bio in ONE email containing all items as instructed. Unfortunately, if these procedures are not followed your project could be rejected.**
  - **We can no longer except multiple emails with various pieces of your respective submission.**
  - **Do not place the images in the document but attach them in the email separately. Otherwise please follow the instructions for the insertion of your photos throughout the instructions per the Template/Instructions.**

**You can opt to not supply step by step photos in your instruction and just provide a series of photos that are a good representation of the design start to finish and we will arrange them in the article layout. These photo's must be numbered in the order you wish them to be displayed.**

- All images should be 300dpi for print resolution. Take pictures in **well lighted conditions** and make sure they are in focus before sending them. Also please consider the angle of the photo and items in or around the photo that may require photo cropping to render an image suitable for publication.

Thank You!

**Title of Project**

by Your Name

2-3 sentence intro paragraph goes here and **ONLY here, not in a separate document or email**. Please tell our readers what they'll learn from new techniques to new styles and how they can use it, either for gifts,

craft fairs and more. Be encouraging and make sure there's **at least 2 full sentences**, this will show on the very first paragraph of your article.

### **About You:**

*Your bio will go here. It should be about 5-6 sentences about you, why you love painting, and a bit of your background. It needs to be short enough to fit comfortably in front of the supplies list. Feel free to list your achievements, but please remember, it's just a quick introduction for new students (**not a resume**). **If you put your bio here as requested, please do not send a bio as a separate attachment with your file.***

*We will list your contact details, websites, emails, etc. in the Artist Directory in the back of the book, so please do send them along via email, but they won't be listed here.*

### **Supplies:**

#### **Surface:**

- Surface name and product number with supplier's name
- Surface name and product number with supplier's name
- Surface name and product number with supplier's name

#### **Paints by Company Name:**

- Paint (**include product numbers**)
- Paint
- Paint

#### **Mediums/Other Products by Company Name:**

- Medium (**include product numbers**)
- Medium
- Medium

#### **Brushes by Company Name:**

- Brush Name and Number (**include product numbers**)
- Brush Name and Number
- Brush Name and Number

#### **Miscellaneous Supplies:**

- Paper Towels
- Pencils
- Glitter
- Water bin
- Heat gun
- Etcetera
- Etcetera

#### **Helpful Tip or Hint:**

Feel free to tell the users any tricks you use to make projects and preparation easier. They love this!

## **Preparation:**

Place all preparation instructions here. Include photos if that's important or if you think it would help them out.

## **Painting Instructions:**

Place all instructions in this area.

Continue your instructions.

Continue your instructions.

Continue your instructions.

**If you use any picture files (*not required and I won't include them unless they are REALLY good quality pictures or high-resolution scans*), name your picture files with obvious and clear names, like `image001.jpg` and **then tell me where to put them like this. *[image001.jpg goes here]*****

## **Section:**

Sometimes it helps to break the instructions into sections so the reader can more easily follow them. Make your section headers obvious to the scanning eye.

Please use **full sentences, good grammar** and **explain as much as possible** what you did, how you did it, etc. I will not print short, unclear or poorly-written instructions and retain the right to reject a project if they are not provided. Our readers deserve the best!

## **Finishing:**

Make sure you wrap up the article with good finishing instructions.

EMAIL this file to [editor@paintingworldmag.com](mailto:editor@paintingworldmag.com) by the Project Deadline in the Editorial Calendar. Or with prior permission you can send it to Dropbox or Google drive.

Late projects will not be printed or paid, they will be substituted with another project, so make sure you're keeping an eye on the date, so I don't miss any of your work.

**Please use less than 3000 words**, we only have 80 pages to fit all our projects, ads, images and text. We appreciate concise, clear instructions, and our readers do too! We appreciate 10-12 photos not including the final photo and ask that you submit no more than 20 photos.