SUBMISSION GUIDELINES

INTRODUCTION

The purpose of this document is to explain the submissions process for *Old School Quarterly* (**OSQ**), and give guidance on the type of content that we are looking for from freelance creators. It also sets out some basic rules of communication, tells you how we operate, sets expectations between creators and publishers, and offers legal protection for the same. **We are looking for content related to tabletop roleplaying games, written in US English only, at this time.**

Please be sure to read through this entire document before contacting **OSQ** in the first instance. **THIS IS IMPORTANT** as it improves the chances of your submission being read.

THE SUBMISSION PROCESS

To make things easy for all involved, there is a standardized process for handling submissions. This process is important to follow to save a lot of time and effort for all involved. The process is:

1. Send an **INITIAL QUERY** (see below) regarding your idea to **OSQ** via the online form or email.
2. The editor will assess your query and communicate back, either asking for more information and perhaps an outline, or will let you know if we can't use that submission at the moment.
3. If all is good and the article is something that can be used, we will work to come to an agreement on a word count and pay rate with you, as well as a deadline. This will be entered into a contract for you to sign and return to us.
4. Once we receive the contract, you create the manuscript and submit it to us following the **STYLE GUIDE**. It is due by the **First Draft Deadline** date for the issue your work is slated to appear in.
5. The manuscript goes through the revision/editing process with the editor to tighten the work for publication. This may take several passes, and is part of the creator/editor/publisher process.
6. You provide the final revision of the work by the **Final Revision** deadline date.
7. The issue your work appears in is published and you receive your payment for it, seeing your work published with your complimentary electronic PDF contributor copy.

We don't want to have to reject work that could be included in our publication, but failure to adhere to our protocols and processes, **STYLE GUIDE**, or to meet the professionalism or quality expectation of the publication may cause your work to be reconsidered for use.

INITIAL QUERY

The first step to submitting content to **OSQ** is to send a query to us via email using either the online form at *http://oldschoolquarterly.com/submissions* or your email client to *submissions@oldschoolquarterly.com*. Use the subject line "**OSQ Initial Query: <TITLE>**" where <TITLE> would be a succinct focused description of the type of content you are contacting us about. The final title may change upon acceptance.

In the body of the form or email, include a paragraph or two of up to around 500 words explaining what you want to write about. Include any specific game product or **PUBLICATION SECTION** (see below) you want it to be considered for. This is where you sell us on your idea, so make it count. You should hear back from us within a few weeks.

You should NOT attempt to contact us via any of our official social media presences with **INITIAL QUERIES**; this is not the proper etiquette for initial communication with a professional publication. Please send only one query at a time for consideration.

PUBLICATION SECTIONS

A single full page of **OSQ** will contain on average 500 words. Individual sections of content have a range of permissible word counts and number of pages of artwork that may be allocated by contributors or editorial staff. In general artwork will be provided by editorial staff and third parties, but contributor-provided samples are required in some cases (such as maps) to help in the design of publication-ready artwork.

SECTION	DESCRIPTION	WORDS / PAGES	ART PAGES
Adventure	A full adventure for a specific game product in multiple acts. Artwork may include maps, portraits, scenes, etc.	**10,000-15,000 20-30**	3-5
Scenario	A single act article for a specific game product. Artwork may include maps, portraits, scenes, etc.	**3,000-5,000 6-10**	1-3
Number Appearing	*Regular Feature.* Themed monster entries focused on ecologies and other aspects. May include artwork.	**2,000-5,000 4-10**	1-2
One Page Dungeon	A Two Page spread equal to a single full 8.5 x 11 in US letter spread showing a unique dungeon. Must include sample map at least.	**250-500 ~1/2**	~1/2
Short Focused Articles	Articles covering new content for existing game products, generic content, or short essays. May include how-tos, expansion content, setting material, or new rules.	**500-1,500 1-3**	1/2-1
Medium Focused Articles	Articles covering new content for existing game products, generic content, or medium-length essays. May include how-tos, expansion content, setting material, or new rules.	**2,000-4,000 4-8**	1-2
Long Focused Articles	Articles covering new content for existing game products, generic content, or long essays. May include how-tos, expansion content, setting material, or new rules.	**4,500-7,500 9-15**	3-4
Multi-issue Focused Articles	Articles covering new content for existing game products, generic content, or other content that must be split across multiple issues. May include how-tos, expansion content, setting material, or new rules.	**8,000+ 16+**	5+
Tables	*Regular Feature.* One or more set of tables for random generation of content. May appear multiple times in each issue. May include artwork relating to tables.	**500-2,000 1-4**	0-1
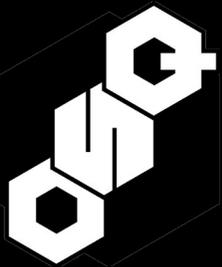
COPYRIGHT OWNERSHIP

At **OSQ** we believe that it's important for creators to retain ownership of their work, and so we want to license and not own electronic and print rights to creators' works. **OSQ** operates on what can be termed "long-tail publishing" through the use of electronic distribution and Print On Demand (POD) technologies, meaning that copies of **OSQ** will technically never go out of print unless we decide to stop distributing them.

In return for paid compensation of the use of your work, **OSQ** requires that you allow us to be able to be able to have:

- ✪ An unlimited worldwide US-based license to continue to release electronic and print products using your work as long as issues of **OSQ** that it appears in are being published
- ✪ An exclusive, short-term window of six (6) months post-publication of an issue during which we may use your work before you may republish it or re-license it
- ✪ An option on anthology or re-use rights, with further negotiation on use rates

We desire original and unpublished work to publish in **OSQ**, meaning that it should not have been published by yourself or another publisher electronically or in print before. There are sometimes special circumstances, mostly related to **ART CONTENT**, where we may make exceptions to this. In short, we want to have first stab at publishing your work, as that is what brings value to the publication and draws our readership to us. The work must be your own, unless you are re-using content through one of the Open Licenses (see below). The contract that you sign for us to publish your work and pay you states that you are declaring the work is your own and that you indemnify **OSQ** and its publisher for any infringement on your behalf.

When we purchase a license to use your work, we will do so for a single individual issue. If in the future we decide to pursue other projects and include your work in it, such as compendiums or collections, we'll ask to re-license your work again and compensate you further. It's important for us to make sure that creators get paid for the work they do.

For the purposes of electronic products, we include not only PDF versions of publications, but e-book versions (*ePub*, *Mobi*, etc.) and other raw data formats. These may be delivered through the Internet or made available through physical data media such as optical discs or "flash" drives. *InfiniBadger Press* operates a special program called **Digital+**, which allows those who purchase print versions of some products to also get various electronic versions of the products as well. **OSQ** is being published through this program.

COLLABORATIVE PROJECTS

Submissions that are created by more than one creator will only be accepted for publication if all creators involved in the work submit contracts. The pay rate for such projects is pro-rated based on the number of collaborators, and may require some discussion with all collaborators to agree terms before contracts are written. Individual contracts will be issued to each creator involved in such projects.

PAY RATES

To help **OSQ** pay creators, we differentiate between **TEXT CONTENT** and **ART CONTENT**, primarily because **TEXT CONTENT** is usually originated based on queries, but **ART CONTENT** may make use of work that has already been created and is being licensed, although this may not always be the case.

TEXT CONTENT

The pay rate for **TEXT CONTENT** in general ranges from $0.01-$0.05 per word based upon a contributor's credentials and previous experience. There are exceptions to this based on elements within **PUBLICATION SECTIONS** and other factors.

OPEN CONTENT
While reproduction of *Open Content* is encouraged when it makes sense to do so in articles, such *Open Content* does not count towards payable amounts to contributors. The *Open Content* may still need to be included for clarity's sake within an individual article. See the accompanying **STYLE GUIDE** for more information on this. You can choose to release your content as *Open Content* or not as you see fit, but all *Open Content* must be declared properly.

STATISTIC BLOCKS
Statistic blocks for game products vary in size, and should be included with submissions that make use of them either in-line or at the end of an article. Statistic blocks are seen as necessary to the functioning of particular types of content such as adventures, scenarios, and others, and may or may not be given a standard block pay rate for each that is provided. This means that each statistic block is worth a certain dollar amount rather than being paid per word.

ART CONTENT

The majority of **ART CONTENT** will be created or sourced by editorial/publication staff for inclusion within **OSQ** by contacting artists and commissioning new or licensing existing works. Some exceptions to this standard practice include:

FRONT COVER
Artists may request consideration for **ART CONTENT** to be used as the front cover of individual issues. If accepted, payment is based on a negotiated rate that may also include additional promotional consideration within the issue appearing.

MAPS AND ARTWORK FOR ARTICLES
Unless the map or other type of artwork for an article is provided in a final publication-ready format that can be used without any rebuilding modification, it will not qualify for payment as **ART CONTENT**. If qualifying, rates will be negotiated.

Artists who are interested in having their work used in **OSQ** may email the editor at *editor@oldschoolquarterly.com* with details of rate cards and links to online portfolios of work. Details on previous work and publication history is helpful. Do not include attachments in the email or use the Initial Query website form to contact **OSQ** for this.
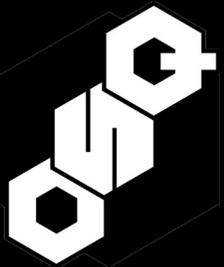
COMBINATIONS OF CONTENT

Some submissions provided by creators provide complete **TEXT CONTENT** and complete **ART CONTENT** that is publication-ready. Payment for both will be provided.

ONE PAGE DUNGEON SECTIONS

There is a flat payment fee of $30 for each **ONE PAGE DUNGEON** submitted and used in a publication. If it comes complete with publication-ready artwork, there is an additional premium payable, negotiable as above for **ART CONTENT**.

TABLES SECTIONS

There is a flat payment fee of $15 per Full Page for **TABLES**. These sections should also include explanatory content on how to use the table.

CREATOR BIOS

Creators may receive a short biography entry in included submissions, depending upon space. At the least, if a creator provides contact information such as a website URL or email for additional information, this will be included in the publication as text and hyperlinks. Please include up to 200 words, as well as a website URL and email address in a section at the end of a manuscript entitled "Creator Bio" if you wish to include this.

SUBMISSION DEADLINES

The schedule for **SUMMER 2015- SUMMER 2016** for submissions is as follows:

ISSUE #	PERIOD	QUERY DATE	FIRST DRAFT	FINAL DRAFT	PUBLICATION DATE
0	Summer 2015	May 15	May 31	June 15	July 15-30
1	Fall 2015	August 15	August 31	September 15	October 15-31
2	Winter 2016	November 15	November 30	December 15	January 15-31
3	Spring 2016	February 15	February 29	March 15	April 15-30
4	Summer 2016	May 15	May 31	June 15	July 15-30

Each issue has four distinct dates:

- ✪ The **QUERY DATE** is the last day that an **INITIAL QUERY** regarding a submission can be sent with it being possibly considered by the editorial staff for the current issue.
- ✪ The **FIRST DATE** is the last day that an initial first draft can be sent the editor for inclusion in the current issue.
- ✪ The **FINAL DRAFT** is the last day that a submission can be submitted for to **OSQ** for insertion into an issue. This allows for appropriate editing and layout of the publication.
- ✪ The **PUBLICATION** is the expected time frame for release of electronic and POD issues of an issue.

PAYMENT PROCEDURE

Payment is generally made within 30 calendar days post-publication of the issue that content appears in. Individual contracts may vary. Payment will be through *PayPal*, unless other arrangements are made, therefore **OSQ** will require an active email address to be able to send payments.

For all types of submissions, you are considered an independent contractor according to US tax law, Before payments can be sent to independent contractors, all US contributors must have a W-9 and all non-US contributors must have a W-8 on file with *InfiniBadger Press*. Although US tax reporting requirements are only necessary after payments are made of over $600 to an individual contributor, we opt to standardize on having all tax documents in place ahead of any disbursement of earnings. For non-US contributors, the W-8 form states that no tax should be withheld if certain other requirements are met, such as taxation in the contributors' national country through reciprocal agreements. All W-8 and W-9 documents are held by *InfiniBadger Press*.

If you are a US contributor and have earned more than $600 from **OSQ** or *InfiniBadger Press* in a tax year, you will receive a 1099-MISC at the beginning of the following year.

SUBMISSION FORMATS

FILENAMES

When submitting attachments to emails, ensure it follows a format that includes your name, the title of the work, and the date of submission in it. As **OSQ** uses the document change tracking functions of *Microsoft Word* in the editing process, any editing comments or revisions sent back will be with a renamed version of the file that will include the word *Revision* and a revision number included. When resubmitting with changes to **OSQ**, the revision number should be incremented by one again. This allows us to track changes as they occur between creators and editors.

> *EXAMPLE*
> *Original Submission*
> Ann Author - A Sample Article for Old School Quarterly - 04.12.2015
>
> *Returned from Editor*
> Ann Author - A Sample Article for Old School Quarterly - 04.12.2015 Revision 1
>
> *Changes made, sent back to Editor*
> Ann Author - A Sample Article for Old School Quarterly - 04.12.2015 Revision 2

TEXT CONTENT

Unlike a number of other publications which use more open standards, **OSQ** has decided to fully embrace the *Microsoft Word* DOCX format for all **TEXT CONTENT** manuscripts.

While *Microsoft Word 2007 for Windows* and above or *Microsoft Word 2008 for Mac* and
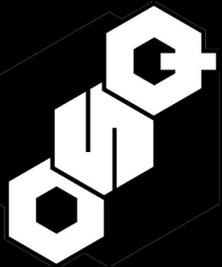
above are recommended for creators to use, alternatives such as *Apache OpenOffice 3.0* and *LibreOffice 4* offer support of this document format and document change tracking capabilities. These are suitable application alternatives to use to generate DOCX format manuscripts. Also, while Chicago Style is used for manuscript formats, there are some changes to the standard format used in submissions:

COVER PAGE
The cover page should follow the same format as the Chicago Style cover page. The suggested title of the submission should be centred one quarter page from top in capital letters. One half from the top of the page, on individual lines, should be the creator's name, telephone number, email address, and date of creation should be included. Three quarters of the way down the page should be a word count of the submission.

RUNNING HEADER
A runner header should continue through the manuscript with the proposed title of the work on all pages but the cover page. It should be centred and in 12 point Arial.

PAGE NUMBERS
Page numbers should be centered in the *footer* of the document and start at 1. It should be centered and in 12 point Arial.

MARGINS
A standard margin should be used with 1" inch margins at top and bottom, and 1.25" margins on left and right.

FORMATTING
Details on special formatting for different types of articles can be found in the **STYLE GUIDE** document.

A sample document template has been provided for you to use for submissions at the Old School Quarterly website at: *http://oldschoolquarterly.com/submissions*.

ART CONTENT

OSQ is publishing to both print and electronic formats, and the guidelines for artwork submission are the same as those that advertisers use. You will receive a shared Internet folder link in which to upload original artwork. Guidelines for providing artwork include:

- ✪ Supply files as EPS, TIFF, PNG, or PDF formats only.
- ✪ Provide all **ART CONTENT** in full color.
- ✪ Use the CMYK (US Web Coated SWOP v2) color profile. We will convert to greyscale as necessary for print.
- ✪ Set quality to 300 PPI at actual 100% and Line Screen to 150.
- ✪ Fonts in EPS or PDF files should be embedded or outlined.
- ✪ Files may be compressed as ZIP files or use LZW compression for submission. Use high quality settings or lossless compression for PDF files.
- ✪ Do not include crop marks or guidelines around **ART CONTENT**.

COMPLIMENTARY ELECTRONIC COPY

If a contributor submits work for a particular issue, they are entitled to a complimentary electronic copy of that issue along with payment for their submission. This will be delivered via *OneBookShelf*'s digital delivery platform, and requires that **OSQ** is provided with a email address registered with an account at *OneBookShelf* sites (*DriveThruRPG*, *RPGNow*, etc.) for issuance of this copy.

GAME PRODUCTS

OSQ supports multiple game products. The *White List* below indicates products that have been explicitly approved for inclusion in issues of the magazine by editorial staff and agreements with game product owners. The *Black List* indicates products that we are absolutely unable to support at this time - ***please do not submit content for products on this list.***

If you wish to write for a game product that is not listed below, contact us first at *submissions@oldschoolquarterly.com* to first see if we are able to do so. Inclusion of a game product in one issue of **OSQ** in some fashion does not immediately guarantee the ability to publish further content for that game product in subsequent issues.

WHITE LIST

The products on this list utilize the OGL and/or include specific trademark or publication licenses that may be used without requiring additional permission.

OPEN GAMING LICENSE (OGL)

Using *Open Content* under the OGL requires that submissions must include complete *Section 15*s from all sources used. Additionally, all *Open Content* and Product Identity must be clearly identified by the submission's author. This will be included in a clustered explicit OGL statement included within each issue of **OSQ**, with the issue acting as the source publication for the submission.

- ✪ *Adventurer Conqueror King* (Autarch Inc)
- ✪ *Adventures Dark and Deep* (BRW Games)
- ✪ *Adventures in the East Mark* (Extra-Dimensional Publishing)
- ✪ *Astonishing Swordsmen & Sorcerers of Hyperborea* (North Wind Adventures)
- ✪ *Basic Fantasy RPG* (The Basic Fantasy Project)
- ✪ *Dark Dungeons* (Gratis Games)
- ✪ *FASERIP* (Gratis Games)
- ✪ *Fantastic Heroes & Witchery* (Dominque Crouzet)
- ✪ *Hulks & Horrors* (Bedroom Wall Press)
- ✪ *Labyrinth Lord* (Goblinoid Games)
- ✪ *Lamentations of the Flame Princess* (Lamentations of the Flame Princess)
- ✪ *Legend* (Mongoose Publishing)
- ✪ *Mutant Future* (Goblinoid Games)
- ✪ *Open d6* (West End Games)
- ✪ *OSRIC* (Knights N Knaves)
- ✪ *Starships & Spacemen 2e* (Goblinoid Games)
- ✪ *Swords & Wizardry WhiteBox* (Mythmere Games)
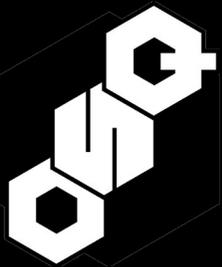
- ✪ *Swords & Wizardry Core* (Mythmere Games)
- ✪ *Swords & Wizardry Complete* (Frog God Games)
- ✪ *Traveller* (Mongoose Publishing)
- ✪ *White Star* (Barrel Rider Games)

CREATIVE COMMONS

Using content licensed under a *Creative Commons* license requires including the license be included alongside articles published. Only those licenses allowing Commercial usage are acceptable.

- ✪ *Donjon* (Clinton R. Nixon)
- ✪ *Dungeon World* (Sage Kobold Productions/RNDM Games)

LICENSED BY PERMISSION

These products have been approved by the game product publishers for inclusion through providing trademark statements. Each of these licensed products will include a license/trademark statement for usage:

- ✪ *Basic Roleplaying* (Chaosium Inc)
- ✪ *Call of Cthulhu 7th Edition* (Chaosium Inc)
- ✪ *Other Dust* (Sine Nomine Publishing)
- ✪ *Runequest 6* (Design Mechanism)
- ✪ *Scarlet Heroes* (Sine Nomine Publishing)
- ✪ *Silent Legions* (Sine Nomine Publishing)
- ✪ *Spears of the Dawn* (Sine Nomine Publishing)
- ✪ *Stars Without Number* (Sine Nomine Publishing)
- ✪ *Tunnels & Trolls* (Flying Buffalo Games)

BLACKLIST

The products on this list are not supported within **OSQ** at this current time:

- ✪ *13th Age (Pelgrane Press)*
- ✪ *Dungeon Crawl Classics* (Goodman Games)
- ✪ *Dungeons & Dragons 3rd Edition* (Wizards of the Coast)
- ✪ *Dungeons & Dragons 4th Edition* (Wizards of the Coast)
- ✪ *Dungeons & Dragons 5th Edition* (Wizards of the Coast)
- ✪ *Ghostbusters RPG* (West End Games)
- ✪ *Marvel Superheros* (West End Games)
- ✪ *Star Wars d6* (West End Games)
- ✪ *Star Wars d20* (Wizards of the Coast)
- ✪ *Star Wars SAGA Edition* (Wizards of the Coast)
- ✪ *Warhammer Fantasy Roleplay 1st Edition* (Games Workshop)
- ✪ *Warhammer Fantasy Roleplay 2nd Edition* (Green Ronin)
- ✪ *Warhammer Fantasy Roleplay 3rd Edition (Fantasy Flight Games)*

DO NOT SUBMIT ARTICLES FOR CONSIDERATION USING PRODUCTS FROM THIS LIST.

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