

## GUIDELINES FOR CONTRIBUTORS

"Beyond Bree" publishes material about JRR Tolkien, his works, and related fantasy. A contributor whose article, poem, artwork, report, review or important news item is used in "Beyond Bree" will receive that issue free; or, if a subscriber, a one-month extension to his subscription. Scrapbook items will receive one-half issue credit. Letters of Comment and ordinary news items do not usually receive credit.

Articles, art, and poems should be about JRRT or his works; reviews and reports may be about JRR Tolkien and his works or general fantasy which is of interest to the Tolkien fan. "Beyond Bree" seldom publishes fiction.

Articles, reports, and reviews of Tolkien or Tolkien-related works should be one to four pages long. ("Page" means a "Beyond Bree" page, approximately 1,000 words.) Longer pieces may be published in installments: however, very long works should be submitted elsewhere, as "Beyond Bree" simply isn't big enough for them. Fiction (seldom published) should be short - one to three pages. Reviews of non-Tolkien books should be one to three paragraphs. Please proofread and check citations. Give the edition when referring to JRR Tolkien's works by page number, because there are many editions (example: The Silmarillion, Houghton Mifflin hardbound, 1977). Book reviews should include title, author, and (if known), publisher, copyright date, number of pages, and price.

Submissions can be either handwritten, typed, or e-mailed. If handwritten, PLEASE PRINT names and foreign terms. If e-mailed, please let me know what you're sending in a separate e-mail without attachments, because sometimes e-mail does not come through. If you must send floppy discs or CDs, please include hard copy: your computer may not be compatible with mine. (I use Dell, MS-DOS, WordPerfect 5.1.)

"Beyond Bree" is reproduced by xerox. "Camera-ready copy" means hard copy, text or pictures on paper all ready to be xeroxed. Camera-ready copy should be typed, single-spaced, with *narrow* margins. If you are using *small* type - 15 characters per inch (cpi), or 10 - 12 pt, please type or print it the short way (8½" way) on 8½x11" paper. If you are using *large* type - 10 or 12 cpi, 15 pt or larger, please type it the long way (11" or landscape) on 8½x11" paper - it will be reduced for use in "Beyond Bree". Don't go smaller than 10 pt. Contact me for details on two-column format.

Artwork is used for the front and back pages of "Beyond Bree", and for borders. Please don't send me something you've already submitted to half-a-dozen other 'zines; this can cause complications. And if it has been published before, let me know so I can give proper credit. Black-and-white line art is preferred, because colour and wash don't reproduce as well by xerox. Either original art or good-quality copies can be used; or good digital quality e-mail (not thumbnails). Please do not send art on CDs.

Front page art can be either vertical or horizontal format (it will be reduced to fit). Back page art should be small, preferably horizontal; it can be humorous. Borders can be either a narrow vertical strip for the outer margin or surround the entire page; if the latter, leave lots of space for the text inside. Small sketches (leaves, weapons, Hobbit pipes, etc.) are very useful for margins. Borders and sketches may be used three or more times; they will receive one credit.

Europeans should note that European paper is longer and slightly narrower than American paper. This makes a big difference in artwork, especially borders, so measure your "Beyond Bree" for size.

Please contact me if you have any questions about submissions. "Beyond Bree" needs your work!