

PROOF

Submission Guidelines for Freelance Contributors

PROOF is a photojournalism magazine that is currently published twice a year. Regular features include photo stories as well as general-interest news reports, opinionated essays, fiction and reviews of pop culture. The magazine works often with outside contributors. While most pieces stem from assignments developed in collaboration with the editors, some begin with a story proposal or a series of photos submitted by a freelance writer or photographer. Prospective contributors should familiarize themselves with recent issues of the magazine to get a sense of what **PROOF** is about.

GUIDELINES FOR PHOTOGRAPHERS

PROOF seeks original, never before published photo submissions for the following sections: **Still Life** (multipage photo stories or single images that tell a story) and **Snap Judgment** (two pictures that are connected or comment on each other). **PROOF** does not purchase stock photography. All submissions should be confined to a *single subject*. To submit material on an additional subject, you must make a separate submission. We prefer not to review portfolios at this time.

Photo Submissions. **PROOF** will accept up to 20 images on a single topic for consideration. We prefer images to be submitted in low-resolution digital format on CD-ROM, in JPEG format, at 72 DPI and sized for no larger than 8 x 10 output. If producing a CD-ROM is not possible, a submission via email can be arranged by contacting the editors at the address below or by calling 212-741-4773. As a third alternative, **PROOF** will accept single-sided photocopies or laser prints with no more than six images per page.

Each submission must also include: (1) your contact information; (2) a brief (not more than one paragraph) description of the subject of the submitted material and why you think it's of interest; (3) a list of the submitted images keyed to their file names or printouts stating *what* each image depicts, *where* and *when* it was taken, any other caption information that you consider essential and what format the original is in; (4) a brief explanation of how the idea for the story originated and how you came to be involved (please describe any prior use or intended use of the images submitted and/or other images in the same series); and (5) relevant background information, availability of sources and whatever else you think we should know.

GUIDELINES FOR NONFICTION WRITERS

Query letters from nonfiction writers are welcomed for the following sections: **Features** (in-depth nonfiction), **True News** (news reports), **True Views** (reviews and opinion pieces) and **Trade Show** (buyer's guide).

Nonfiction Submissions. Your query letter should contain: (1) your contact information; (2) a concise summary of your relevant work experience and/or other background information; (3) a brief (two to three paragraphs) description of the story you propose; (4) an explanation of why it is of interest to you and may be to the readers of **PROOF**; (5) a description of any accompanying graphics you envision (photographs, charts, illustrations, etc.), if applicable; and (6) not more than three writing samples, if your work is not known to us.

GUIDELINES FOR FICTION WRITERS

Original, previously unpublished submissions for the **Fiction** section may take the form of short stories, short humor pieces or other short works of fiction.

Fiction Submissions. Each submission should be limited to a single work of not more than 4,000 words and should include: (1) your contact information; (2) any relevant background information; and (3) a hard-copy manuscript on plain white copy paper (8.5 x 11), double spaced, with the author's name appearing on each sheet.

FOR ALL SUBMISSIONS

PROOF accepts no responsibility for material submitted. Receipt of materials will not be acknowledged, nor will submitted materials be returned to you. Do *not* send any original materials (negatives, slides, original prints or manuscripts).

Please be patient. Because of our biannual publication schedule, we cannot guarantee a response time other than that we will respond to you within two months of receipt.

Mailing address. Submissions should be mailed flat (not folded) to: Editor (Department Name)
PROOF Magazine
P.O. Box 1916 Old Chelsea Station
New York, NY 10113

Acceptance and fees. If your submission is accepted, an agreement will be drawn up detailing fees, deliverables and schedules. Competitive editorial rates are offered based on anticipated length of the work and position in the magazine, among other considerations, and are paid upon final acceptance of the completed work for nonfiction and upon publication for photographs and fiction.