

HOUSE RULES

Important!!!

*Please do not send full articles with the first contact!
Send an email with a synopsis of what you are proposing. If we are interested,
we will contact you to send the actual material. Include in your cover letter
a short summary of your background and credentials (academic and martial).*

Meibukan Magazine reserves the right to refuse, shorten and/or edit submissions. Articles will always be edited to fit the format of Meibukan Magazine. Publication of edited materials will only occur after written consent by the author. For this purpose Meibukan Magazine can send the author an Agreement of Publication.

GENERAL

-All material should be sent in separate pieces (text and figures) and not compressed in any way.

-Text is accepted only in our house format (see Layout) in (US) English in Microsoft Word format.

-We request the article-length to be kept between 1000-10.000 words. We accept only grammar checked articles! (US spelling).

-Articles should be accompanied by a clear list of written sources.

-All articles including interviews should have a biography of the author with a max. of 70 words.

-Images (photographs/illustrations) are accepted only in *Tif* or *JPG* format and only when the quality is suitable for our publishing needs. Images must be sent as separate files, not imbedded in the Microsoft Word file. We prefer to receive high resolution images and will adjust or reduce the resolution according to our needs for publication. We do not accept images with a low resolution below 150dpi. We prefer images between 200dpi and 300dpi.

-Images are welcome but can only be published with courtesy of their owner.

-Images must accompanied by a separate list containing the captions for all provided images. Include the name of the photographer and/or the owner and the name/title and date of the event.

Concerning the Special Editions, please note the following:

Lead

All articles (including interviews) should have a short lead written by the author (max. 100 words).

Streamers

For all articles (not interviews), please provide streamers (approximately one per 700 words)

Book/DVD reviews

Provide all publication data (publisher, date, page length, number of illustrations/photo's etc.). Include a high quality graphic scan image of the title's cover.

LAYOUT

All articles must have the following house format:

All text: *Font Times New Roman*

All text: *Left justification*

All text: *No indents or tabs*

All text: *Names should be front name (first name) first, second name (family name) last.*

All text: Titles of books mentioned in the text should be in *Italic*

All text: Footnotes should be in numbers like 1, 2, 3, etc.

All text: For enumerations use bullets or numbers (1, 2, 3, etc.)

All text: For comments/clarifications use parentheses (()).

Specific:

Title: *font size 18, bold*

Lead: *font size 15, bold*

Content: *font size 11, normal*

Notes in text as numbers: *superscript*

Notes after text: *font size 9, only numbers (superscript) (1,2,3, etc.) before text*

Streamers: *font size 15, normal*

Agreement of Publication Meibukan Magazine

Meibukan Magazine is a non-profit periodical. Meibukan Magazine does not generate financial funds and therefore can not pay any fee. Together with the publication of your article, photo or any other work, we will include your name and biography.

Agreement of Publication

On ___ - ___ - ____ Meibukan Magazine, represented by _____,

hereafter referred to as *Meibukan* and

_____ hereafter referred to as *Author*,

agreed upon the following:

- Author licenses Meibukan to publish and distribute author's contribution:

_____ (description),

hereafter referred to as *the work*.

- Meibukan is authorized to publish and distribute the work on the website of Meibukan, or new websites in the future, in any form, such as, without limitation: text, html, flash, picture, PDF, e-book, video, broadcast and other methods and forms of distribution and publication known now and in the future.
- Meibukan is authorized to use the work as part of a compilation issue or reissue.
- Distribution and publication of the work is allowed in any form and method such as: website, mms, sms, text, html, flash, picture, PDF, e-book, CD, DVD, video, TV broadcast, CD, memory discs, memory sticks and all ways, forms and methods of publication and distribution in the future.
- Meibukan is authorized to translate the work. Meibukan takes no responsibility for translation errors.
- The work can be freely downloaded from a website and distributed for personal use.
- Author states to be the sole rightful claimant of the work.
- Author states that he has not before licensed the work.
- Author guarantees Meibukan that the publication will not infringe any rights of others.
- Meibukan has the right to take action against infringement on behalf of the author without authors consent.
- In case of transfer of the copyright of the work to another party, the author will stipulate that the new copyright holder will respect this agreement.
- Author indemnifies Meibukan against third-party liability.
- The author will *not* receive any form of payment for the work.
- Meibukan does not have the obligation to publish the work within any period of time.
- Meibukan has the right to remove the work from the website.
- Meibukan has the right to shorten and/or edit the work.
- The work will be edited to fit the format of Meibukan Magazine or possible other publication methods and forms.
- This agreement is subject to Dutch law.
- The name of the author will be mentioned as: _____

Author

Meibukan Magazine