



DGIF Print and Digital Publication Guidelines

The Virginia Department of Game and Inland Fisheries (DGIF) publishes articles on hunting, recreational shooting sports, fishing, boating, paddlesports, wildlife habitat, hiking, camping, outdoors safety and ethics, natural history, and environmental stewardship/education.

General Requirements for Writers and Freelance Photographers/Artists

- Paid content may be used in all DGIF print and/or digital publications.
- All vendors who have been selected for a confirmed article (print or electronic), photography and/or artwork, must register with the state's electronic procurement system at www.eVA.virginia.gov and send additional signed W-9 to our Henrico office, to: Publications Editor, P.O. Box 90778, Henrico, VA 23228-0778.
- All articles, photography, or artwork on boating, paddlesports, hunting, fishing, trapping, and Dept. of Game and Inland Fisheries activities must stress safe and ethical practices and a respect for wildlife and the outdoors. Make sure the submission adheres to current state and federal fishing, hunting, trapping, and nongame regulations, as well as the appropriate use of the following: blaze orange/pink in all hunting seasons (except dove and waterfowl); safe handling of firearms; safety belts and harnesses in tree stands; protective ear and eyewear. We require that life jackets or inflatables be worn on the water when people are in boats. Go online to www.dgif.virginia.gov to review regulations and related information.
- Five complementary copies of Virginia Wildlife magazine will be sent upon publication.

Guidelines for Writers

First-Time Manuscript Procedure:

- QUERY FIRST! Queries should be sent by email to Molly.Kirk@dgif.virginia.gov and include samples of writing. You may also send to DGIF Publications Editor, P.O. Box 90778, Henrico, VA 23228-0778. If you would like materials returned, please include a self-addressed, stamped envelope (SASE).
- Photographs and/or illustrations (see photography/artist guidelines) may accompany articles.
- We do not accept poetry.
- Include a short, one-sentence biographical sketch about yourself along with your email address and daytime phone number.
- You will only be notified upon confirmation of the article for publication.

Manuscript Length and Format

- The *Virginia Wildlife* magazine schedule is set as much as one year in advance, in order to meet seasonal photographic needs.
- Feature-length articles must be 1000-1200 words, but no more than 1500 (no additional payment for over 1500 words).
- Manuscripts must be typed and double-spaced; please use a common, serif font.
- Each page must be numbered and carry the author's name, address, and telephone number (including area code).
- Where appropriate include a list of 3-5 online or book resources for further reading on your subject.
- Manuscripts will be edited for style and grammar using the *Chicago Manual of Style*.
- If a query is confirmed for publication, manuscript, using Microsoft Word, may be submitted by email to Molly.Kirk@dgif.virginia.gov or sent in on CD/DVD to DGIF Publications Editor, P.O. Box 90778, Henrico, VA 23228-0778.

Confirmation of Publication & Payment

- Payment on publication (print or digital).
- You will be contacted by our office manager via email with details needed to invoice us.
- We purchase the rights to publish all content. This means DGIF pays for first rights and reserves the right to reprint to all digital platforms.

Rates: Print and Digital

- \$500.00 per 1000-1200 words (\$100.00 reuse fee)
- \$200.00 per 350-650 word length (\$50.00 reuse fee)
- \$50.00 per 100-350 word length (\$25.00 reuse fee)

We do not accept responsibility for unsolicited articles or columns.

Guidelines for Freelance Photographers/Artists

First-Time Photography/Artwork Procedure

- Send your website address or other digital platform info used to view your images to Molly.Kirk@dgif.virginia.gov.
- For submissions using a CD, DVD, or thumb drive, mail to DGIF Publications Editor, P.O. Box 90778, Henrico, VA 23228-0778. If you would like materials returned, please include a self-addressed, stamped envelope (SASE).
- Please become familiar with current state hunting, fishing, and boating regulations and our recommended safety procedures **before you set up photo shoots or submit photos.**

Technical Requirements

- **Digital:** RAW or TIFF preferred, though JPEG can be submitted. Shoot at highest resolution available, (300 dpi minimum); send original, unaltered files (do not resize)
- All digital photographs must be true to the original image and free of digital alterations, except minor cropping.
- Each digital file must also contain metadata to include photographer name and contact information and location of image taken.
- **Film:** We no longer accept transparencies or negatives.
- **Artwork:** Illustrations and original paintings must be submitted as digital scans at minimum of 360 dpi and no smaller than 8" X 10"
- We **DO NOT** accept:
 - Polaroid or other "instant" photos, mounted or matted photos, framed artwork, photographs that have been significantly altered, photocopies of illustrations.

Format and Packaging

- For online submissions, download via an FTP site
- If mailing a CD/DVD or thumb drive, include name, address (including zip code), phone number (including area code), and email address. Mail in a padded or cardboard envelope to prevent damage.
- If you would like materials returned, please include a self-addressed, stamped envelope (SASE).

Confirmation of Publication & Payment

- Payment on publication (print or digital).
- You will be contacted by our office manager via email with details needed to invoice us.
- We purchase usage rights to publish and reprint in all DGIF publications. This means we pay for usage and we reserve the right to reprint in online editions, as well as post to all DGIF platforms.

Rates

- Magazine (print and digital) Inside Color and B/W Photographs \$50.00
- Magazine (print and digital) Inside Illustration/Art \$50.00
- Magazine (print and digital) Cover Photograph/Art \$200.00, Front Cover
\$150.00, Back Cover
- Calendar Large Photos \$200.00
- Calendar, Front Cover \$250.00
- Digital Use (all platforms) \$50.00/photograph

We do not accept responsibility for unsolicited photographs and artwork.