Not sure how to word your Show/Call submission? Use this guide.



This info will be published in your *Art Show* or *Call for Entry* news item. Using the guide below will help me easily edit your news item so that it can be published faster. Also, this guide will help you avoid overlooking important information!

*Thank you. ~ Eve Lees, editor*

How to use this guide: Download and save this Word document to your computer. You may have to “enable editing” if you are prompted (don’t worry, I have full virus detection on my website and computers). Type your responses after each numbered “question” below (*Calls* and *Art Shows* are separated). You can e-mail this document back to me or “cut and paste” the words into your e-mail message. And feel free to delete any “questions” that don’t apply to your news item. E-mail your submission to [eve@artnews-healthnews.com](mailto:eve@artnews-healthnews.com)

If you can copy the writing style in *The Artist’s Journal*, go ahead and write your own copy, but make sure you have included all the necessary information as listed on these pages. **WRITING TIP:** *The Artists’ Journal* uses the *Canadian Press (CP)* ‘newspaper’ writing style. CP style is written in *third person*, and with simple, brief, *unopinionated* wording. Therefore, avoid using descriptive or ‘flowery’ words. For example, “*talented* artists” or “*beautiful* paintings” or “*pleased* to present” should be simply “artists” or “paintings” or “presents.” No opinions, just the facts, please! This also helps keep your writing short and simple.

**There are no *submission deadlines:* Your news is published a.s.a.p.**

Call for Entry specifics (Art Show details follow):

*Please double check your spellings and check for typographical errors. I am cutting and pasting your information, so I am not responsible for errors. Also, your Call MUST include the painting/drawing art genre, or it won’t be published.*

1) Official name of the organization or individual (Arts Council, Gallery, Group, business or person, etc.) who is organizing and hosting this *Call for Entry*:

2) Title of the *Call for Entry*, if there is one:

3) Who can apply for this *Call for Entry?.* Please state if this is an *Open* *Call* to all BC artists or limited to only your area’s artists/members. Also, if applicable, mention ‘non-local’ artists can participate if they pay the membership fee:

4) Physical street address and city where the *Call’s* exhibition will be held (postal code is NOT necessary):

(and/or) Web link to the event if it is an online event only:

5) Date(s) and/or time(s) of the *Call for Entry*’s exhibition (you can include the opening reception if there is one):

6) List all genres (paintings, photographs, wood carvings, etc.) and type of media (oils, mixed media, watercolour, etc.,) accepted in the *Call for* Entry. Painting & drawing MUST be one of the accepted genres:

7) (OPTIONAL) Theme of the *Call* if there is a theme:

8) (OPTIONAL) Style (abstract, realism, etc.) and subject matter (landscape, still life, etc.) of the artwork required in the *Call for Entry*:

9) IMPORTANT! The Submission deadline of the *Call for Entry* (this VITAL information also lets me know when your *Call* “expires” so that I can delete it from the publication when the deadline ends):

10) ALSO IMPORTANT! Provide a link to the application or registration form. Participants appreciate more information about the *Call* and the organization hosting it. If you can’t provide a direct link, at least provide a contact e-mail, or phone number for the participant to have the registration form e-mailed to them, and for any questions they may have. Please understand: *The Artist’s Journal* will not and *cannot* include a long, detailed, and fillable form written within your published news item. A link is very helpful and necessary:

11) (OPTIONAL) Entry fee and membership fee (if required) for this *Call for Entry:*

12) (OPTIONAL) Other details you feel are important to include, such as if this is a charity event, if prizes are awarded, etc. (this information *may* be edited or omitted):

Art Show / Exhibition specifics:

*Remember, this publication is for Artists who Paint or Draw! Your Art Show must include this genre, or it won’t be published. Also, please double check your spellings and check for typographical errors. I am cutting and pasting your information, so I am not responsible for errors.*

1) Official name of the group, gallery, business or individual, etc. showing or organizing / hosting / sponsoring this Art Show.

2) Title of the Art Show:

3) Physical street address and city where the Art Show is being held (the postal code is NOT necessary):

(and/or) Web link to the event if it is an online Art Show only:

4) Date(s) and/or time(s) of the *Art Show* (you can include the opening reception if there is one):

5) Type of media (oils, watercolour, etc.,) exhibited in the *Art Show.*

6) (OPTIONAL) Theme of the *Show* if there is a theme:

7) (OPTIONAL) Style (abstract, realism, etc.) and subject matter (landscape, still life, etc.) of the artwork to be exhibited in the *Art Show*:

8) (OPTIONAL) Specific names of participating artists in the *Art Show* and please double check spellings of names. Errors will be entirely yours! (:

9) (OPTIONAL) Admission fee if any *(TIP: If it applies, you can write: “No admission fees and free parking”)*:

10) (OPTIONAL) Other details you feel are important to include, such as if this is a charity event, if prizes are awarded, etc. (this information *may* be edited or omitted):

11) A web link or contact e-mail (or a phone # if nothing else), for readers to find more detailed information about your *Art Show*:

*Thank you for submitting your news!*

**There are no *submission deadlines:* Your news is published a.s.a.p.**