

Covertside's Contributors Guidelines – *as of 12/1/2011*

Column1	Spring	Summer	Fall	Winter
Edit Assigned	11/15/11	1/15/12	3/15/12	6/15/12
Edit in	12/15/11	3/15/12	5/15/12	8/15/12
Edit to DF	1/1/12	4/15/12	6/15/12	9/15/12
Edit to Art				
Director	1/1/12	5/1/12	7/1/12	10/1/12
Ads In	1/22/12	5/7/12	7/7/12	10/7/12
Book to Printer	2/1/12	6/1/12	8/1/12	11/1/12
Mail Day	2/22/12	6/15/12	8/15/12	11/15/12

E-Covertside:

Ads close *First of the month*
 Issue Ships *Fifteenth of the month*

Directory

Early Bird Ads In 1-May
Ad Reservations 30-May
 Materials 7-Jun
 Layout Jun 1-June 30

Calendar

Photos In 30-Mar
 Selected 15-May
 Production May 15-June 15
 to Print 15-Jun

COVERTSIDE EDITORIAL & PHOTOGRAPHY GUIDELINES

Covertside is a lifestyle magazine for foxhunters published by the Masters of Foxhounds Association (MFHA) about the magic of the sport of foxhunting—the hounds, the horses, the people, and the sporting culture. It is an enthusiast publication devoted to all things foxhunting, and its main pursuit is both educational and appreciation of the sport and community,

Covertside has a current circulation of about 7000 serious foxhunting members and supporters of MFHA-Registered and Recognized hunt clubs across the United States and Canada. Our readers are sporting enthusiasts who love horses and hounds as well as travel and the foxhunting lifestyle.

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GENERAL GUIDELINES

Covertside accepts unsolicited manuscripts and photographs. Writers wishing to submit material should query the editor with a story idea, working head and subhead, and a paragraph synopsis. Also include published clips and a short summary of your strengths as a writer. Our staff will determine if the proposed article fits the magazine's editorial needs and schedule. To submit a query contact the editor via email at editor-at-covertside.net.

In all cases, *Covertside* makes no commitment, and all freelance articles and photographs are, therefore, “on spec.” *Covertside* cannot commit to publishing freelance material in specific issues and the editorial committee of the Masters of Foxhounds Association maintains the right to cancel any editorial submission at any time.

MANUSCRIPT GUIDELINES

Please adhere to the following steps in submitting editorial material.

- Submit a query along with the electronic copy of the completed manuscript as e-mail attachments saved in Microsoft Word. Use default Word settings for tabs and formatting; refrain from sending files that include custom formatting, headers, footers or inserted text boxes. Include word count on the top of the first page along with a short bio.
- Break manuscripts into subhead sections for greater readability.
- Limit manuscripts to 1,500 to 2,500 words, including sidebars.
- Be aware that all freelance submissions will be edited. *Covertside* reserves the right to lengthen, shorten, edit or even rewrite a freelance manuscript.
- Refer to the most current edition of the AP Stylebook for usage/style guidelines. The Elements of Style is also a useful reference to settle questions about word usage and sentence construction. *Covertside* also maintains its own style book.
- Check your facts with appropriate sources.
- Keep a backup copy of your manuscript indefinitely.
- In all correspondence, please include your complete address as well as a telephone number and/or e-mail address where you can be reached.

E-COVERTSIDE GUIDELINES

We invite you to submit material for web-only publication. These pieces cannot be more than 600 words in length and may be on topics more news-oriented and time sensitive than those covered in the print magazine. Especially thrilling hunt reports, noteworthy news events, results from hound shows, point to points and other events, dispatches from hunting escapades abroad and local legislative issues that are of concern to the foxhunting community are all ideal subjects for our well-read website. In submitting material, you warrant that you have the right to do so and that your work does not infringe on the copyright or rights of privacy of others; you also agree that we may post and maintain the article on our site. You retain copyright but grant us exclusive online rights for a period of three months and non-exclusive thereafter.

Please email your work to editor-at-covertside.net and include **YOUR LAST NAME** and **E-COVERTSIDE SUBMISSION** in the subject line.

PHOTOGRAPHY GUIDELINES

Covertside, the Magazine of Mounted Foxhunting, publishes photographs pertaining to the culture, tradition and sport of foxhunting. We use high-quality, mostly color photographs and prefer digital files (see our requirements below). We accept stand-alone

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shots as well as photographic essays. Please send a good selection of original images. Identify all people, and, where appropriate, horses or hounds. Write captions for scenes that require some explanation.

Covertside chooses only photographs that meet the following criteria:

- Capture the essence of foxhunting: the sport, the tradition, the people, the horses and the hounds.
- Put us in the action. While we occasionally use well-framed portrait, landscape, or atmospheric shots to illustrate articles, we prefer active images that convey the excitement and thrill of the hunt.
- Depict only the highest standards of sportsmanship and adhere to the guiding principles of the MFHA.

Email all photos for consideration as attachments to editor-at-covertside.net and be sure to include your name, address, telephone number, and e-mail address. Please do not send unsolicited transparencies and prints. We cannot ensure their safe return. If you have several submissions or very large files, we can accept digital submissions on CD. **As with freelance articles, the editorial committee of the MFHA has the right to cancel or modify any photograph at any time.**

How to submit digital images:

- Use the highest megapixel camera available to you.
- Shoot in .RAW if possible
- Save images as either .RAW or .TIFF format. We also accept hi-resolution .JPGs, no less than 300 dpi.
- If your camera has various RGB options, select the “Adobe RGB” option.
- If your camera has Processing Parameters, select the Parameter that provides baseline settings, which apply NO adjustments to the image.

Rights and Usage:

Submitted photographs become the property of the Masters of Foxhounds Association and may be used with permission for promotion, advertising, presentations, or other usages as the association sees fit.

Permissions:

If your photograph includes a subject who is under 18 years old, we will not accept the submission without a letter of permission of the parents or guardians to use the child's image. Please obtain the letter prior to sending us the image.

Thank you for your interest in *Covertside* and we look forward to your query!