

## SUBMISSIONS TO UNDISCOVERED Q&A

These guidelines cover the basics for proposing and submitting articles, fiction, or adventures for publication in Undiscovered Quests & Adventure.

The articles we are looking to publish should vary, but be based around the Undiscovered game and the world of Arkas. We *may* consider adding new columns. Writing about new rules for the Undiscovered game is also welcome, though the rules may be challenged and/or adjusted by the original game designers. Any fiction submitted should be exciting and have an engaging plot. It should also be based around the Undiscovered game and the world of Arkas. The adventures we are looking to publish in Undiscovered Q&A vary from brief encounters (only a couple of pages long) to adventures numbering up to 20 pages (about 10,000 words) and should vary in their difficulty level, from beginning to advanced characters.

All submitted material must be your own work and may not be copied, in whole or in part, from any published or copyrighted source.

### PROPOSALS

Before you submit an article or adventure to Undiscovered Q&A, send us a brief proposal. Before sending a piece of fiction, please contact us to find out what theme we are looking for, for our next publication (each issue is based around a specific theme which we determine ahead of time). You must *always* send us a completed copy of our Standard Disclosure Form for each of your proposals. Any material we receive that is not accompanied by a completed Disclosure Form will be discarded “unread”. Our Disclosure form is available through our website.

When submitting a proposal, make sure your manuscript is properly edited (proper spelling and grammar). **Articles:** Write a paragraph or two describing your article and include a rough estimate of the article’s length. **Adventures:** Your one or two page adventure proposal should include a title, an original and compelling plot, the major opponents, a summary of the rewards to be gained, and an estimate of the completed adventure’s length and number of maps. Brief encounters do not require a proposal; send the complete encounter with cover letter only.

**Fiction:** You must first contact us to understand the theme we are looking for, for our next or future publication. A proposal is not necessary for fiction; send the complete manuscript with cover letter only. Fiction should be no more than 6,000 words.

**Letters and Questions:** We will publish letters in “You Asked for It”, including the writer’s name, city, and province or state (if this information is provided to us, by you). A Disclosure form is not required when submitting a letter or question.

If we like your proposal, you’ll receive a reply requesting a full manuscript.

We currently receive proposals and manuscripts only through e-mail (QA-proposals@eilfin.com). The main body of the e-mail should contain your cover letter while the proposal or manuscript should be included as an attached “txt” file. The Standard Disclosure Form should also be attached to the e-mail. The cover letter should include a brief description of the manuscript’s contents. Do not submit a completed manuscript without first receiving a letter of approval from your proposal! Maps that are part of a manuscript may be sent by e-mail only if they are smaller than two (2) megabytes.

We cannot assume responsibility for materials sent to us. Always keep at least one copy of each of your submissions.

We may need as long as three (3) months to evaluate your submission. If you have not heard from us after this much time, feel free to inquire by e-mail about the status of your submission.

### RIGHTS

Eilfin Publishing shall purchase all rights to any submission we publish that makes use of our company’s copyrighted materials or that makes changes or additions to our products.

When purchasing the rights to your manuscript, we will send two (2) copies of a contract to you. Sign both copies and return them; one (1) countersigned copy will be returned to you for your records. If you are under 18, a parent or guardian must sign or co-sign your contracts.

#### **PAYMENTS**

We do not offer royalties on the manuscripts we purchase; we pay a flat fee. Payments are made within 90 days after acceptance at a basic rate of 2 to 3 cents (US) per word. Final word counts are done by us, based on the final, edited copy.

Payments are normally made through PayPal's secure, on-line payment service or via check or money order. All authors must keep us up to date on any address changes. If you have not received payment 90 days after your manuscript's acceptance (the date from which Eilfin Publishing countersigns your contract), contact us by e-mail.

#### **ARTWORK & CARTOONS**

In most cases, Eilfin Publishing will purchase first publishing rights to artwork. Artists retain all other rights to their work. In some cases, we may wish to acquire all rights to a piece of artwork.

Artists desiring to work with Eilfin Publishing need to provide us with samples so we can evaluate your work. Samples should not be sent via e-mail. However, we would be interested in seeing an on-line gallery if you have one. Your on-line gallery should be up-to-date, to allow us to best evaluate your work. Submit your on-line gallery URL to us at: [QA-proposals@eilfin.com](mailto:QA-proposals@eilfin.com)

Otherwise, send physical samples as follows:

- Send sharp, quality samples printed on paper or card stock to allow us to best evaluate your work. (Make sure these copies accurately reflect your work and talent.)
- Write your name and address on the back of each sample, so they will not be confused with other artist's samples.
- Include your e-mail address if you desire a response.
- Do not send originals!

Send all artwork samples to:

QA Submissions, Eilfin Publishing  
Suite 648, 105-150 Crowfoot Cres, NW  
Calgary, Alberta, T3G 3T2, Canada

We also have an artist spotlight in each issue of the e-zine. Artists whose artwork appears in "The Showcase" (our gallery for up and coming artists) shall not receive payment for artwork. They will, however, receive a free copy of the e-zine in which their artwork appears.

#### **ACKNOWLEDGMENT RECEIPT**

If you wish to be notified when we receive your manuscript, add a Post Script (PS) to the end of your cover letter stating that you would like us to reply to the e-mail to acknowledge that it was received. This will simply allow us to inform you that we have received your proposal and/or completed manuscript. It does not inform you of the acceptance of your manuscript.

#### **ADDRESS**

Send all proposals (accompanied with a completed disclosure form) and completed manuscripts to:

[QA-proposals@eilfin.com](mailto:QA-proposals@eilfin.com)