

# The *Three Lakes Sampler* Publication Guidelines

Each school district is allowed twelve (12) single pages. ALL art will be displayed in the publication as a 1/4 page unless the TAG School Coordinator specifies the artwork should be displayed as a half page or full page.

**Featured Work:** The TAG Committee selects at least 6 pieces of artwork that are considered exceptional. The selected artwork is displayed separately from all art submissions at the Three Lakes show, held at the Schweinfurth Art Center. The selected artwork will be featured in *The Three Lakes Sampler* for the following pages:

- Front cover (both sides)
- Back cover (both sides)
- Foreword page
- Talented Advisory Committee page

**Written Work Format:** All written work should be created in Microsoft Word using a 12 pt., Times New Roman font. It is recommended that written work not exceed two single-spaced pages.

- Hard copy AND electronic copy (USB flash drive, cd disk or email).
- Microsoft Word (PC format preferred).
- Left justified.
- Font type/size: Times New Roman 12.
- One space between title and written work.
- If a student submits a written work with a design, send the original design to be scanned.

**Art Format:** All submissions should be selected based upon quality, originality, creativity and technical merit. It is recommended that artwork be produced on white, unlined paper because it reproduces best.

- All art must have a label affixed to it, following the Label Format as described below.
- Unframed artwork should be no smaller than 3" x 5" and no larger than 11" x 17".
- Provide a digital photo for any artwork that is larger than 11" x 17", as the art cannot be scanned at the Copy Center.

**Sculpture:** Students may submit sculpture for display. Provide a digital photo and label, following the Label Format as described below.

**Label Format:** TAG Coordinators must provide a document, containing the labels of all pieces selected for the Three Lakes showing. This helps the BOCES Print Shop with the publication layout. Labels are to be given to the BOCES TAG Coordinator (Deb) in a digital format, either by e-mail, disk or USB drive.

- Font type/size: Times New Roman 10, centered.

(Sample)

The Title

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Jones Central School District