

SSAA Media & Publications

New Writer Package

Copyright

To be published in any of the SSAA's publications, authors, photographers and artists must sign the SSAA's Permission for Perpetual/Joint Copyright form and, depending on their ABN or hobby writer status, must also complete a Statement by a Supplier form. Please return these forms to the SSAA National Office in Adelaide upon acceptance of your first article.

The SSAA is a non-profit member-based Association and as such, seeks the support of contributors in promoting the shooting sports. While contributors are paid well for first-use publication, they will not be paid for subsequent use of work. The SSAA may choose to republish work on its website or in a 'special' or 'best of' publication at a later date.

While this entitles the SSAA to reuse any manuscript at any time, in any of its publications or media and without additional payment, it does not restrict the original author's use of their work for their own publishing (such as novels or memoirs) or overseas publishing. We do ask, however, that stories submitted to the SSAA not be submitted to other Australian shooting or hunting magazine publishers.

Submission guidelines

We strongly recommend you contact (via email, phone or post) the SSAA Editor with your story idea before you send in the story and accompanying photographs. If we are interested in your story idea, we will ask for the full and final piece. However, please understand that acceptance of a story idea does not automatically guarantee publication. You will be notified if your story is suitable for use and notified again when it has been listed for a specific publication.

When submitting an accepted story, an electronic copy would be appreciated (via email, CD, USB, etc). Please be aware that as we have many stories awaiting publication, your story may be held in our files for some time. Again, the Editor will keep in contact with you regarding your story's publication date.

Content

1. Please keep stories to around 1500 words. Word length for any of our magazines can be extended, but only with prior consultation with Editor.
2. Where the story mentions firearms or hunting, you must be a SSAA member and thereby submit to the SSAA's Code of Conduct, Code of Ethics and other safe, ethical and respectful shooting and hunting practices. You also agree to follow the laws and regulations in your state or territory or the area in which you are shooting or hunting.
3. Avoid including anecdotes about firearm accidents or near misses. Always promote safety by positive reinforcement, such as "Be careful climbing the tree"; not "You'll fall out of the tree if you are not careful".
4. If you are writing about SSAA shooting disciplines or activities (such as Conservation & Wildlife Management projects for instance), remember to uphold the good name

of the SSAA. Try to continue this in your personal and public correspondence where appropriate (such as in emails or on internet forums).

5. The Association's policy is to promote the one-shot kill and we like to see that reflected within the stories published. Second shots are only taken to ensure the kill is complete, and even then, may be subject to careful wording.
6. Avoid including political opinions within your writing, as the Australian Shooter is not the proper publication for that subject matter. The SSAA publishes the ASJ - The political voice of the SSAA for this purpose. Please note that political writing will be closely vetted and preference is given to degree-qualified authors.
7. Avoid slang, swearing, name-calling or other offensive jargon within your writing.

Format

1. Typed in a Word document
2. A4 page
3. 3cm page margins
4. 1.25cm header and footer margins
5. Times New Roman or a similar plain and common font
6. Left aligned with no paragraph indentations
7. 12-point text for all text - There is no need to make titles, names, captions or references a different size, as that is the job of our Designers during layout
8. Single space between words and new sentences
9. Single enter/return for new paragraphs; no space between paragraphs
10. Use bold for headings and sub-headings only
11. Use italics sparingly for emphasis, but always for titles of books and films, Latin names of species and so on.

Photos

We accept photographic prints and digital photos. Please limit the number of images submitted to 15. Colour photographs are preferred. Please ensure that your name and contact details are on the back of each photographic print or in the file name of a digital file. We are not responsible for lost or damaged photographic material.

All photos must have captions with them. Include the photo file name/number and the caption below this at the bottom of the Word document story, so we can clearly identify which photo has which caption. When trying to determine if your photograph is of appropriate quality, check to make sure it is focused and, above all, sharp.

If submitting digital photos, the minimum dimensions are 3500 pixels. Anything between this and 5600x3700 pixels is preferred. Normally, the highest quality setting on your camera is best.

Using the optical zoom is great, but using the digital zoom is not recommended as it reduces the quality of the photo.

Please do not include your digital photos within the Word document story. Please send them as separate individual .jpg files.

When submitting hunting photos, please do not include photos in which you are pictured sitting on your hard-won trophy, as we feel this cheapens the activity of hunting and the trophy. Be mindful of the position of the animal and how much blood is present. If possible, move the animal away from the blood trail or photograph the animal from a respectable distance, so blood is not the main focus.

When photographing shooters with firearms, make sure the firearm is pointed away from the camera (at least 45 degrees away) and in a safe direction away from the photographer and other shooters present. Unless it is an 'action shot' (such as during competition), try to avoid photographing the shooter with their finger on the trigger.

Consider photographing shooters wearing visual and hearing protection where appropriate, such as with larger calibres or with younger shooters.

For product reviews, try to photograph the product on a white background and with enough space around the outside of the product. Consider photographing it on various backgrounds and in various sensible positions. This allows our Designers to be much more creative with the photos and it is better to have too many good photos than not enough.

Please do not attempt your own photo editing. Or, if you do, please submit the original unaltered photo with it, so our Designers can see your changes and intended look.

Product reviews

All product reviews must be organised through the SSAA Editor prior to undertaking the review. Typically, we will notify you if we are interested in having you review a product for us.

If you are interested in performing a particular review, you must contact the SSAA Editor, not the distributor/manufacturer of the product you want to review. We will then contact the relevant party if it is a review we are interested in publishing. This allows us to eliminate 'double ups' by more than one author and ensure that the product is of interest to our readers.

Try to keep product reviews around 1000 - short, sharp and relevant is the key. Firearm reviews may be longer, up to 2000 words, subject to prior consultation with the Editor.

Firearms, Ammunition and Other Regulated Products

Reviewers must ensure that they have the proper licensing when in the possession of firearms, ammunition and other regulated products. Reviewers must also ensure they obey all state and territory licensing laws and regulations including safe transport and storage requirements. Products, while in the possession of the reviewer, are the sole responsibility of the reviewer. While firearms and ammunition are being used, safe handling practices must be ensured.

Transportation of firearms must be through an approved carrier.

Style Guide

When writing for the SSAA, please use the following Style Guide as a starting point.

Miscellaneous

- a SSAA member = not an SSAA member (we say 'double S double A' out loud)
- and/or = not and or
- phone numbers written as 1800 555 777 = no space between 1 and 8
- phone numbers written as 08 8272 7100 = no brackets around 08
- write 38th (not 38th) = the 'th' is not superscript
- dollars written as \$US100 or \$AU100 = not US\$100 or AU\$100
- numbers one to nine are spelled out, 10 and up are written as the number
- dates written as August 25, 2000 = not 25 August 2000
- years written as 2005/06 = not simply 2005/6

Abbreviations

- bar = pressure (one space between number and measurement)
- cm = centimetre (no space between number and measurement)
- dB = decibels (one space between number and measurement)
- eg, = for example (no full stops, but one comma)
- ft-lb = foot pounds
- g = gram (no space between number and measurement)
- ie, = for instance (no full stops, but one comma)
- Inc = Incorporated (no full stop)
- IPSC = International Practical Shooting Confederation
- kg = kilogram (no space between number and measurement)
- km = kilometre (no space between number and measurement)
- lb = pound (no space between number and measurement)
- m = metre (no space between number and measurement)
- nm = nanometer (no space between number and measurement)
- Nm = Newton metres (one space between number and measurement)
- fps = feet per second (no space between number and measurement)
- SHOT Expo/Show = Shooting, Hunting and Outdoor Trades
- SMLE = Short Magazine Lee Enfield
- SSAA = not S.S.A.A
- sq ft or sq m = square feet or metres (one space between number and measurement)
- vs = versus
- WWI and WWII = World War I and II

Case/capitalisation

- Animal species in lowercase, except for proper Latin names (always in italics) or when named after a geographical location (such as German shepherd, African gemsbok)
- The Association = when referring to the SSAA only
- The Australian Shooter = in full and in italics, not with quote " " marks

- The Australian Government or Commonwealth Government (government is only capitalised when referring to a specific country. No capitals are required when talking about a government in general. Same principle for state government)
- Capitalise position titles within the SSAA (CEO, National President, Secretary) and lowercase titles
- For organisations outside the SSAA (president, general manager). Some exceptions would be Prime Minister, Attorney-General
- Mum and Dad = capitalise when using this as their name, not if 'my mum said...'

Embellishments

- Books and newspapers are italicised with no quote marks
- Stories and articles are put in single quote marks
- Only use double quotes when something has actually been said using words out loud
- Use single quote marks when something had been thought

Spelling/hyphenation

- .30-calibre bullet
- 12-gauge shotgun
- 20-grain bullet = hyphenated
- 20 grains left over = no hyphen
- 5-Stand = not Five-Stand, five-stand
- 6mm calibres = no spaces between number and measurement
- 65-year-old
- 30-year warranty

Payment

Currently, the base rate for our writers is 25 cents a word and \$25 a photograph published and \$200 for a main photograph used on the front cover of one of our magazines.

Payment is issued in cheque or electronic funds transfer (EFT) form after publication and you are welcome to let us know your preference. If you would prefer an EFT payment, you will need to advise us of your BSB number, bank account name and bank account number.

We will also require certain tax information in order to issue payment. We will need to know if you have an ABN and if you are registered for GST. If not, you will need to fill out the Statement by a Supplier tax form and return Attention:

Allan Blane - Editor

Post: PO Box 2520, Unley, SA 5061

Email: edit@ssaa.org.au

Fax: 08 8272 2945

Permission for Perpetual/Joint Copyright

I, _____, hereby grant the SSAA perpetual/joint copyright of any and all articles, photography or artwork that I may produce for its *Australian Shooter*, *ASJ - The political voice of the SSAA*, *Australian Hunter*, *Australian & New Zealand Handgun*, or *The Junior Shooter* magazines, its websites or any other SSAA publications.

I understand that while this entitles the SSAA to reuse any manuscript at any time, in any of its publications or media and without additional payment, it does not restrict my use of my work in non-shooting magazines, books or websites; non-hunting magazines, books or websites; overseas shooting magazines; overseas hunting magazines; or any personal memoirs or books I may wish to publish.

I also understand that by signing this form, I agree to follow to the best of my ability the rules and guidelines described in the 'New Writer Package'.

Signed: _____ Date: _____

Statement by a supplier



Reason for not quoting an Australian Business Number (ABN) to an enterprise

Australian Taxation Office

Name of supplier	<input type="text"/>
	<input type="text"/>
Address of supplier	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Under the Pay As You Go legislation and guidelines produced by the Australian Taxation Office I provide you with a written statement that, for the supply I am making and further supplies of this type that I make to you:



The supply is made to you in my capacity as an individual, and the supply is made in the course of an activity that is a **private recreational pursuit** or **hobby**

The supply is made to you in my capacity as an individual, and the supply is wholly of a **private or domestic nature for me**

I (or the supplier that I represent) am/is a **non-resident who is not carrying on an enterprise in Australia**

The whole of the payment that I (or the supplier that I represent) will receive for the supply is **exempt from income tax**

I (or the partnership that I represent) have **no reasonable expectation of profit or gain** from the activity undertaken and consider that I (or the partnership that I represent) do not meet the definition of enterprise for tax purposes

Therefore, I am not quoting you an ABN. You should not withhold an amount from the payment you make to me for the supply. I agree to advise you in writing if circumstances change to the extent that this statement becomes invalid.

Name of authorised person (if not the supplier)	<input type="text"/>
	<input type="text"/>

Signature of supplier or authorised person	<input type="text"/>	Date	<input type="text"/>
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Daytime contact phone number

It is an offence to make a false or misleading statement

The person/entity to whom this statement is made should retain the statement for 5 years