
Submission Guidelines for Kadanzer Weyr

June 2008

Stories, poems, artwork and other creative endeavors are the meat of our Pernese experience. Art should be sent to artwork@kadanzer.org, while stories and other text submissions should go to stories@kadanzer.org. If you have questions about anything in this guide, send them to either address.

General Rules

1. Submissions should be made by email. Art should be scanned and submitted in .gif or .jpeg format. If you do not have access to a scanner, we may be able to assist; please write the artwork address above and explain your situation. Stories should be submitted as .rtf (rich text format) files, or as Word documents. Additionally, Word documents should be in .doc (Word 97/XP) format, not the new .docx (Word 2007) format. If you cannot save files as .doc or .rtf, or cannot attach files to email messages, please copy and paste the text directly into the body of an email message. Stories submitted in any format other than .doc, .rtf, or text will be returned unreviewed.

2. Submissions go through an approval process before they are posted. If your story or artwork does not meet the requirements in this document, we may ask you to make changes before we will post the submission on our website. If you choose not to make the changes, your work will not be posted and you will receive no credit for it. Multiple drafts may be necessary.

3. All submissions must be original: members caught plagiarizing will be immediately expelled from the club and their personas rendered NPCs by default. It is OK to re-use material you have previously submitted to another club, provided that any such material is original to you, and follows all the other rules of Kadanzer Weyr.

4. Get the permission from a persona's owner before using someone else's persona in a story or a piece of artwork. Approval is required for use of all personas not your own, so be sure that your stories or art are approved before they are officially submitted! Please see below for what does and does not require approval, and for what to do if you get no response. If you have any questions, please send them to the addresses listed above.

5. Be careful with adult content. Remember, we aren't ALL adults, here. In general, we have a PG-13 rating for our general membership access materials, while more "mature" works of fiction and art are restricted to members seventeen and older. Keep in mind that not all members will see adult stories, so we strongly recommend that any stories critical to character development be written for the general audience. This is just to make sure you don't confuse our younger members, or make them feel cut off from the life of the club. We also ask that if you're not able to access the adult materials on our site, please do not submit any such materials yourself.

6. Obey all the club rules. Even though the fandom as a whole has been released from Anne McCaffrey's original rules, Kadanzer still follows many of them for continuity's sake. This means, for instance, no sport dragons like Ruth, no odd colored dragons, no guys getting the golds or girls riding bronzes. See the article on Membership Rules for the complete list.

7. The club retains reprint rights. If you leave the club, we retain the right to keep your submissions on our website. Proper credit will always be given. We will not use your submissions anywhere besides our website without first getting your approval.

Story Rules

1. Spelling and grammar are the foundations of good writing, not afterthoughts. Stories with too many spelling and grammar errors may be returned with a request to fix them before a full review is done. Please spell-check all text before submitting it. If you are truly unable to write grammatically, please consider getting a friend to help you before submitting the story. Feel free to post on the club messageboard requesting a "beta reader" to look at your story before submitting it.

2. Don't contradict anything already printed. We maintain our continuity; this means that once a story is printed, further stories cannot contradict the events portrayed in it. You can show a character reacting to the events in a different way, but you cannot say the event itself happened differently or not at all. For example, if a character dies in a story, they are dead and may not appear in any story set after the date of their death. However, we recognize that there are so many printed details that it is impossible for one person to know them all; just make your best effort, and the SAT will help you.

3. Actions have consequences. We will not print stories that show blatant disregard for logic or consequences. For instance, a story that shows a character leaping off a tall cliff onto rocks without being hurt, stabbing a Lord Holder and walking away scot-free, or tricking the Weyrlingmaster as though he were an idiot, will not be printed until these things are changed. The SAT will work with you to fix such problems, explaining the problem and offering ideas to solve it.

4. Use Pernese language. There are many standardized Pernese terms, including certain words that are always capitalized, like Thread. Kadanzer's usage may be different from that in the books or of other clubs; if you are unsure of a Pernese term, please consult the Glossary of Terms in our club handbook. Avoid specifically Terran language; this includes, but is not limited to, words such as "okay", "kids", and "guys". Also, be aware that Anne McCaffrey says that there is no religion on Pern. That means there's no heaven, no hell, no blessings, no praying, no devils, and no curse-words related to any of these things. The closest Pern comes to religion is fear of Thread and reverence for dragonkind.

5. Stories should generally be written in third person, past tense. (Example: [Valenne walked across the room.](#)) Never use RP format (:[Valenne walks across the room.](#);) and avoid first-person (I walk across the room) and present tense (Valenne walks across the room.) Begin a new paragraph whenever a different person begins to speak. Additionally, you should avoid changing the point of view from one character to another within a scene.

6. Please use the following format markings in your text. Because stories need to be passed around between members of the editing team, who use different programs, you should not use boldface, italics, or anything else other than plain text when submitting stories. Instead, use the following conventions:

- ****dragon to rider speech or rider to dragon speech****
- ****between****
- 'thinking to oneself'
- "speaking out loud"
- ****any material which you would like italicized in the text****
- [U]any material which you would like to see underlined in the text[U]

7. All stories should be single spaced, with one blank line between paragraphs. Do not use tabs or indents, or multiple spaces at the beginnings of paragraphs. Odd formatting only creates extra work for the rest of us preparing materials for release! Indicate scene breaks with three number signs, separated by single spaces, flush with the left margin (**###**). Do not include a scene number, but do include the date if the scene takes place on a different date from the previous one.

8. When you save a file, do not include periods within the filename, except as part of the file type. Also please include the version or draft number in the filename. Example: "[Rainfall v2.doc](#)" is fine, but not "[Rainfall v2.0.doc](#)" (period within filename) or "[Rainfall.doc](#)" (no version number.) Always include the extension (".doc", ".rtf", etc) even if you are saving the file on a computer that does not require it (such as a Mac.) And remember, if you can't save files in either .doc or .rtf format, just paste the text into an email and send it that way. Files we can't open will be returned unreviewed.

9. Whenever possible, use existing characters rather than creating new ones. When your story needs roles for characters other than your own, we strongly recommend using characters owned by other members. Consult the Persona List to find what owned or named characters live or work in an area you might be using (kitchen workers at the Weyr, for example, or weyrling classmates.) Please feel free to ask on the messageboard for volunteers or to email the owners of characters that interest you. If you can't find an owned character who fits, please use an existing NPC from our extensive list rather than creating a new one; you can use the persona list, blurb list, or the persona search page to help you find someone who fits. If you genuinely can't find an NPC that fills your needs, you can create a new one.

10. All stories must be dated so we know where they fit on the club timeline. We can help with the dating of stories, if you need us to, or you can take a look at the club timeline to see where it would be appropriate to place your story. To the extent possible, we would ask that authors try to keep their stories in the "current" time. It's more difficult to control story conflicts if a story is backdated by a year or more. Stories set in the future will not be printed until the corresponding date arrives in real time. Additionally, any scene with a different date than the previous one must list the new date on a separate line before the scene begins.

11. All stories must have a standard header block. This includes author's name, the title of the story, the date the story should be listed on the timeline (not always the starting date of the story), what draft the story is, a tagline, and a listing of all personas who the story should be linked to. Additionally, please indicate which character(s) should get points for the story; if there are more than one, please indicate how the points should be divided.

For example:

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*****  
RAINFALL  
2856.09.28  
by Anne Lyons & Whitney Ware  
rough draft #2 (04/07/02)  
tagline: K'yrel's bronze catches Tori's green during a mating flight.  
link to: K'yrel, Shariese, Tori, Yasmin, Zalistrya  
2/3 points to Tori, 1/3 points to K'yrel  
*****
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This means the title of the story is "Rainfall" and the timeline date is 2856.09.28. Note that the date need not necessarily be the date the story starts; it should be the date of the most notable event in the story. Anne & Whitney are the authors. This is the second draft of the story, which was submitted to the SAT on 04/07/02; it is highly useful to note this information on each draft, since this document will be traveling between editors during the review process. The tagline will appear in the story list and on the club timeline at the listed date; if your story depends on surprise, don't include spoilers in the tagline! The personas who have a speaking or action role in the story, and thus should be linked to it on the website, are K'yrel, Tori, Yasmin, Shariese and Zalistrya. Finally, Tori should be assigned two-thirds of the points for the story, and the other third should go to K'yrel. If the story is a collaboration between multiple authors, the authors must decide among themselves how to divide the points. 650 words (approximately a page) is worth one point; the SAT will calculate the actual number of points once the story is finalized, and assign them to the requested characters when the story is posted.

12. List character approvals sent and received. Just below the header block, list the names of characters owned by other club members and the date you requested approval for their use. Once you've received those approvals, mark the date of approval as well. For example:

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Tori, Yasmin - Whitney Ware (Author)  
K'yrel - Anne Lyons (Author)  
Zalistrya - Tevye Machat SENT 4/5/02, GOT 4/7/02  
Shariese - NPC
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This is to show the SAT that other members whose characters are involved in your story have read and approved the use of their personas. This will help avoid embarrassing mistakes and upset friends after the story is printed. Please note: It is YOUR responsibility to ensure that you have obtained the necessary approvals! The SAT will attempt to police this, but the primary responsibility is yours. When you send approval requests, be sure to use the email address in the member's profile, to be certain the request reaches them.

It is not enough to just ask the owner "Hey, can I use J'doe in my story." Even if the author has asked and gotten that sort of permission, s/he needs to send the owner every scene in which the character appears, and if you change their character's behavior after getting approval you need to send the scene to them again and ask approval for the changes. Thus it's best to ask for approvals only once you are ready to submit the story. Note that the SAT can still ask you to edit something the other owner has approved, if they find that it violates logic or contradicts something that has already been established; if that happens, you must make the requested changes and get approval from the other member again. If they have a problem with something the SAT has said, refer them to the SAT directly, at the story submission address listed at the top of this article.

Approval Rules

1. If an owned character is present in the story, approval is required from the owner. Even if the character is not doing or saying anything, their mere presence in a certain place at a certain time may conflict with the owner's plans. Also, if a character is not named, but their identity is obvious, approval is still required. Example: "J'doe ran across the gather square, brushing past a huge dragonrider with black braided hair, a FireStorm shoulder patch and tattoo-covered arms."

This is obviously B'nyu, and the approval of his owner is required. Example: "One of the non-dragonrider Oldtimers walked into the Weyrhall, but J'doe didn't know his name." This is trickier; the person has to be Gavril or Vesoz, but isn't clearly one or the other. You should decide which it is, and get the approval of that character's owner. (Don't forget that it's unlikely for someone from Kadanzer not to know these people; it's generally easiest to mention people by name.)

2. If any word, action, or characteristic is attributed to the character when they are not present, approval is required. Again, this is true whether or not they are mentioned by name. "Example: J'doe told R'roe how the Weyrilingmaster tripped over a step and landed on his face." You can be sure Weyrilingmaster D'zan's owner will want a say in this! Note that approval is still required even if the event has already appeared in a printed story, though the owner cannot contradict what has been already printed. For instance, if another story already established that D'zan tripped over a step on a particular day, you should still ask for approval because your description of how it happened might be different from how the owner envisioned it. Please refer any disagreements to the SAT.

3. Approval is NOT required if the character is only mentioned in an opinion. Example: "R'roe replied that he thought D'zan was a clumsy fool." Though D'zan's owner might not like it, it is your right to decide how your character feels about him. Of course, if R'roe is not your character, you still must ask for approval from his owner, because you are attributing words to him. Additionally, use of a character in a dream, fantasy, or any other unreal situation does not require approval; however, the story must make clear at some point that the situation is not real. As a courtesy, you should still notify the character's owner, but their approval is not required.

4. Use of specific NPCs at a hold or crafthall requires approval if the location is owned. Example: "The headwoman of Dorado spilled tea on J'doe's trousers." Since Dorado is owned, its owner has a say in how the important people there are portrayed. However, this doesn't extend to non-specific people; if it was just an unnamed serving girl who spilled the tea, approval would not be required. If you don't know whether a location is owned, look at the CIS for the character in charge; if they are an adoptable NPC, the location is not owned.

5. Treat non-adoptable NPCs as if they were owned by the BOD. All of the rules for using owned characters apply to non-adoptable NPCs; if approval is required, send the request to bod@kadanzer.org and note the approval date in the story.

6. The SAT must approve the use of adoptable NPCs, but you don't need to request this in advance. Part of the SAT's job is to protect NPCs from abuse; if a story review states that a given NPC would not act or speak the way they are portrayed, you must either change the portrayal or find a different NPC who would act that way. The SAT will usually make suggestions.

7. If you get no response in at least two weeks from the first approval request, and one week from the second, you can request a default approval. In the approval listings in the story, note the dates you sent each request, and then submit the story to the SAT. In most cases, the SAT will grant the default approval and you will not need to wait any longer for the owner to get in touch with you.

Art Rules

1. Tracings or other non-freehand copies of other people's art are considered plagiarism. You may submit original art that is based on or inspired by someone else's art, but you must identify when submitting it what piece of art it is based on. Such attribution is sufficient for art that is based on a well-known or published image. If it is based on the art of someone you are able to contact, such as someone within the group or whom you otherwise know, you must clear it with them first and indicate you've done so at the time you submit the artwork. In either case, your piece will be listed as "inspired by" the other image, and no matter how elaborate, it can never receive credit as a "showcase" effort (see below).

2. Photos are only accepted as the background of an artwork. You must notify us of this and be certain that you have the rights to use the photo in this way. A tracing, photoshop filtration, or other modified version of a photo is still considered a photo, and not acceptable as an artwork unless it serves as the background for original content that could stand alone as an artwork without it. **(Note: This does not apply to photographs of original 3-D artwork that you want to submit; such as a sculpture, embroidery, stained glass, etc. In those cases a photo submission is fine.)**

3. Rendered images (from programs such as Poser) are acceptable, provided that they contain significant original content and are not just made up of elements created by others. This means that images from dollmaker programs or websites are almost certainly not going to count for any points, unless the program allows you to add significant amounts of original content. If there is any question, the BOD will decide.

4. Copied and recolored images are acceptable in special circumstances. If a member produces an original piece of art and wants to make copies with different colors, they may seek the approval of the BOD. Permission will only be granted in special cases, such as when a member is offering individually colored images to other members for use as dragon or egg portraits. The original art will count normally, but the copies will be a quarter point apiece.

5. Kadanzer Weyr recognizes three different types of art submissions: sketches, finished pieces, and showcase efforts. Examples of each are provided below.

A **sketch** is an unfinished piece of work or something that is clearly done with minimal effort. Artists who have submitted high-quality work in the past will be held to a higher standard. Sketches count as half a point (0.5). Two examples of sketches:

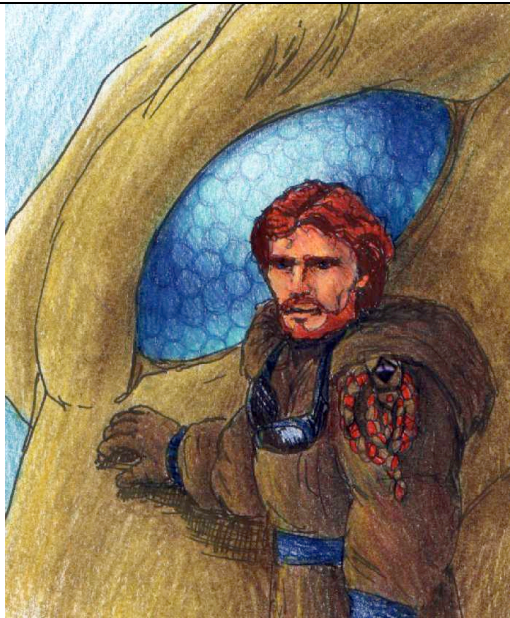


Luka & Savukath; portrait by Kat McNamara



Kenred; portrait by Daya Knight

A piece of **finished art** can be in black or white or in color; the artist has clearly finished with it, and has invested a lot of effort into the work. Each finished piece is worth 1 point. Two excellent examples of a finished piece would be:

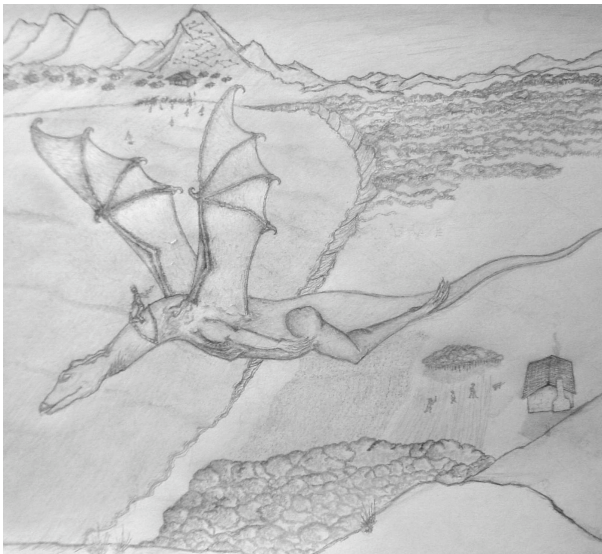


Wingleader L'ars; by Julia Sanzberro



Weyrwoman Valenne; by Samantha Schmuir

In a **showcase effort**, the artwork is rich in detail beyond the central figure; the background is usually well developed, or a full story is told within the frame of the picture. Showcase efforts need not be in color, they only be an outstanding example of an individual's talent. They are worth 2 points. Here are two examples of showcase efforts:



C'sean & Ianth; by Darren Robinson



Bh'ruk; portrait by Smitty

Ultimately, the difference between a **showcase effort** and a **finished piece** is simply that a **showcase effort** is clearly the top example of an individual artist's current ability.

Conclusion

We recognize that these rules are more complicated than those of many other clubs these days. However, they were developed through long experience, and there is a reason for each one. If you don't understand a rule, or just have a general question or comment about anything in this guide, please email any of the addresses at the top of the document, or post your question on the messageboard. We're here to help you, so send in those submissions!