

## Contributors Guidelines

*Haymaker!* is an amateur magazine produced by and distributed to a staff of contributors. In order to facilitate easy compilation and distribution of the magazine, as well as maximum usefulness to HERO System™ players and GMs alike, the following guidelines should be followed by all contributors:

### **Content**

The subject matter of *Haymaker!* will relate to any HERO System™ product. All contributions should consist of HERO System™ information or discussions pertaining to this subject matter.

Contributors must only submit their own ideas and their own work, not that of others. Do not plagiarize! If using material from someone else's work, reference it properly and give credit where credit is due. If your submission includes artwork, you must credit the artist. Do not reproduce any artwork unless you either have the permission of the original artist, you own the rights to the original, or the artwork is public domain (copyright free).

The coordinator has received permission from DOJ, Inc. (the owner and copyright holder of the HERO System™) to publish articles containing items that are covered under copyright law. A notice to this effect will appear at the front of the 'zine, but if you use specific HERO System material (i.e. a character or a vehicle) in your submission, a notation as to which specific HERO product it came from would be both helpful and appreciated.

Any material of an obscene nature should be avoided. This includes (but is not limited to) words not allowed on the air, and material (including art) of explicit sexual nature. Please do not use 'off-color' terms unless it is necessary to convey an idea, like when quoting a character. It is generally a better idea to hint at sexual material with innuendo than to club the reader over the head with it.

Any art or short stories should be directed at supporting HERO System™ material. Free-standing short stories and art should include some sort of HERO material – a character write-up, for example, or suggestions on using that setting in a game. Cover and other commissioned art are not covered by this restriction.

Within the restrictions listed above, the contributor is free to address things as he or she sees fit. Scenarios, characters, house rules, GM hints on maintaining campaigns, gadgets, vehicles, organizations – all are appropriate for publication in *Haymaker!* If in doubt, please contact the coordinator with your idea.

### **Format**

Material sent to the coordinator must be in electronic format, as one of the following preferred file formats: PDF, MS-Word, or RTF. If none of these are possible, a plain text submission may be permitted with prior permission from the coordinator.

All submissions must have at least 1 inch margins on all sides.

If you are using an uncommon font, you need to check if the coordinator already has that font. If not, you either need to send that font file to the coordinator with your submission or, if sending a PDF, make sure the font is embedded in the file.

### ***Deadlines***

Your submission should be sent to the coordinator before or on the due date. The current publication schedule is the first Saturday in March, June, September, and December). The magazine should be available for download within two weeks of the due date, barring unforeseen difficulties.

Any late submissions will not be included in that issue of the magazine unless previously okayed by the coordinator. Late submissions will be held until the following issue, where they will be treated as the contributor's submission for that issue. (For this reason, please don't include issue numbers or publication dates in your own section without the coordinator's permission.

In the event a contributor misses an issue, he may still receive a copy of that issue.

### ***Minimum Activity (MINAC)***

The minimum activity for *Haymaker!* is four pages every two issues (including comments). This amounts to two pages each issue, but allows you to miss an issue and make it up the issue after that.

The MINAC policy is not an absolute rule designed to eject people who miss two issues in a row because of factors they cannot control. Rather, it is to serve as encouragement to contribute as well as a way for the coordinator to deal with members who show little promise of contributing. As a contributor, if you foresee a problem that would interfere with your ability to meet MINAC, please contact the coordinator to work something out.

Please view the MINAC as an encouragement, not as an act of tyranny.

For those unable to meet the MINAC but would still like to receive *Haymaker!*, you may ask the coordinator to have your name removed from active membership and added to the receive-only list for the next twelve months. After the year is up, if you still cannot contribute, you will no longer receive copies of *Haymaker!*

### ***Dues***

Contributors to *Haymaker!* are responsible for paying dues to cover normal operational costs (commissioned cover art, website domain/hosting charges incurred, etc.). At this time, the dues are on a donation basis, with a \$5 minimum donation requested. We are currently fortunate to have a large number of contributors and generous donations of services from some members. If either situation changes, the coordinator may notify members to request further donations.

### ***Comments, Comments...***

Contributors are strongly encouraged to comment on work in the previous issue. This helps improve contributors' future works by praising positive points and pointing out problem areas.

Provide your comments on a page (or pages) completely separate from your regular submission. If you wish, you can add a title to your comments. The coordinator will collate the comments and include them in a section (Soliloquies) at the end of the issue.

In your comments, please clearly indicate whose section you are speaking about. This makes them a lot easier to follow.

Don't just say that you liked or didn't like something. State why you feel that way. If you feel something was well done, point out which parts of it were best. If something seemed poorly done, say why. This gives your comments much more value to the contributor.

To avoid bad feelings and prevent future problems with comments getting out of hand, please consider the following:

- Try to comment constructively. You can disagree with the way something has been handled by a contributor, but if you note a problem, please offer an alternative. Simply tearing down another's work isn't a good idea; try to offer solutions to the problems you perceive.
- Restrict comments to thoughts on material from the last issue, and they should only elicit one round of replies. It's silly to still be talking in issue six about a character that appeared in issue one. If you need to correspond with a contributor in greater detail than this, it should probably be handled by personal correspondence.
- Comments are directed to the entire readership. They should be structured so that they can be easily understood and not so cryptic that they have no meaning. "Yes, no, possibly" carries no meaning to someone not intimately involved in the discussion.

When both writing and reading comments, be honest and assume others are doing the same. Try to realize that a dislike of how you handled something is not an attack on you personally, but instead is a suggestion on how to improve. And try to word things in a polite manner. Don't attack the writer in a critique. If you must, "attack" his work. There is a huge difference.

Finally, don't feel compelled to comment on everyone's section. Sometimes, you just don't have anything to say, so it's better to be quiet. And don't perceive a non-comment as an insult; it is simply saying "I couldn't think of anything pertinent to say about this."

### ***Coordinator Responsibilities***

The position of coordinator entails corresponding with members, compiling and distributing contributions, and resolving disputes. Any problems with the magazine should be directed to the coordinator, who is the final decision-maker.

The coordinator has the right to refuse or selectively edit submissions that are in violation of the above guidelines, although this power will be exercised very infrequently and with great caution.

The coordinator may expel a contributor from the magazine for either repeatedly violating policy or consistently failing to contribute (see MINAC above). It should never become necessary to

expel a member for a first violation of the rules and guidelines of *Haymaker!*. Hopefully, the coordinator will never have to exercise this power.

In the event that changes to the *Haymaker!* rules and guidelines become necessary, the coordinator will notify everybody of the change in rules one issue in advance.

The coordinator holds the position until he chooses to step down (and must find a replacement) or the other contributors rise in a (hopefully bloodless) coup.

### ***Other Stuff***

Any questions and discussions about these guidelines, how they apply to contributors, and how they are enforced, should be directed to the coordinator.

Cover art is commissioned from artists. As long as there are sufficient funds in the *Haymaker!* coffers, artists will be paid \$40 per piece of cover art.

Back issues of electronic issues (from #24 onward) may be requested from the coordinator. Copies of paper issues (#1-23) are not available at this time.