



# 2021 WWW Catalog Participation Guidelines

Please use one form for display or listing.  
Forms must be received by August 1, 2020.  
Email inquiries to – [beverly.hodgins@hotmail.com](mailto:beverly.hodgins@hotmail.com)

## Two ways to apply:

\*Visit the WWW website at [WomenWritingtheWest.org](http://WomenWritingtheWest.org) and click on Catalog. Fill out the form and submit.

\*Or, copy this form and fill out, printing clearly, and mail along with a check to:

Women Writing the West Catalog  
Beverly Lionberger Hodgins, Editor  
1509 E. Cambridge Ln.  
Spokane, WA 99203-3937

- Only Women Writing the West members are eligible to list their books or place displays.
- To join, visit our website: [WomenWritingtheWest.org](http://WomenWritingtheWest.org)
- A member's publishing company may submit any book display by one or more of their authors.
- Displays may be submitted by mail or by email attachment. If sent by email, please submit a printed version to address above for comparison printing clarification.

## DISPLAY ORDER INSTRUCTIONS & SPECIFICATIONS

The catalog is printed in full color. The final size of the catalog is 8.5 x 11 and is generally 20 to 24 pages.

- **pdf, tif or jpg files are preferred, however, make sure the file is high resolution (300 dpi). Website jpg files are 72 dpi and are not suitable for print and will not be accepted.**
- **IMPORTANT: please name your file as follows: Your NAME, (including Writing As Name), Category, Display SIZE. Example: JaneDoewaJaneSmithFictionFullPage.pdf If you send in a replacement file, note this by adding to the end of file name, ie: REVISED1.pdf, REVISED2.pdf**
- **Please send a hard copy proof via snail mail in addition to sending an electronic file. If your electronic file does not print properly, we cannot be held responsible without something from which to compare.**
- File may be emailed as long as the file is under 10 MB. Send to [beverly.hodgins@hotmail.com](mailto:beverly.hodgins@hotmail.com)
- On CD - Color or greyscale, 300 dpi. All fonts must be embedded. pdf or jpg files. Plus one hard copy.
- No magazine or newspaper clips. Clippings will not be accepted for printed submittal.
- Submit an electronic file in color (CMYK, please) or greyscale. If file is submitted as an RGB file, color changes may occur upon conversion.
- Files may be sent by regular mail. Use a CD only. (CD-R/CD-RW.) If you wish your CD to be returned, please include a self-addressed, stamped CD mailer.
- Embed ALL fonts. (converted to paths, etc) If not, then default substitution may occur. No faux bold or italic fonts.
- No crop marks - **cropped to size** please. If you would like a border around the outside of your display, please include.
- It is the sole responsibility of the sender to check all copy for correct information.
- If a file needs to be built, design services are available at \$60/hr. Please inquire to Jenny Hancey at 303-816-0396 or [Jenny@HanceyDesign.com](mailto:Jenny@HanceyDesign.com) for a quote on design services.

\* Catalog participation guidelines should be interpreted as placement of participation information by WWW members and should not be construed to imply WWW is soliciting sales or endorsing any individual member.

# 2021 WWW Catalog Promotional Book Display Form

DEADLINE August 1, 2020

- Displays must be in good taste and in keeping with the mission of the organization, which is to promote the writing of the Women's West.
- WWW reserves the right to refuse any book display.
- Displays will be placed in the Catalog as space allows. We will try to place displays in the requested category section in the Catalog; however, this is dependent upon the number received and layout requirements.

PROMOTIONAL BOOK DISPLAY RATES			
FULL PAGE .....	7.75"w x 10.25"h	\$400.00.....	<input type="checkbox"/> B/W ..... <input type="checkbox"/> Color
HALF PAGE.....	7.75"w x 5"h	\$275.00.....	<input type="checkbox"/> B/W ..... <input type="checkbox"/> Color
QUARTER PAGE.....	3.625"w x 4.75"h	\$175.00.....	<input type="checkbox"/> B/W ..... <input type="checkbox"/> Color
SMALL DISPLAY .....	3.625"w x 2"h	\$75.00.....	<input type="checkbox"/> B/W ..... <input type="checkbox"/> Color

**Note: Different forms and fees are required for Book Listings and for Member Focus Listings**

Author is a current WWW member  Publisher is a current member

CATEGORY (Check One)	Fiction: __ Contemporary __ Historical __ Orig. Softcover	Nonfiction: __ Creative __ Scholarly	Poetry: __	__ Childrens: __ Fiction __ Nonfiction	Young Adult: __ Fiction __ Nonfiction	Other: __ Anthology __ Cookbook __ Describe
<b>Author's Name:</b>						
<b>Submitted By:</b>						
<b>Contact Info:</b>						
<b>Contact Name:</b>						
<b>Address:</b>						
<b>Phone:</b>						
<b>E-mail:</b>						
<b>Website:</b>						

Check payment method:

Online Payment  Check (payable to Women Writing the West)

Enclosed is my check # \_\_\_\_\_ which totals \$ \_\_\_\_\_.

Total number of listings and/or promotional displays paid with this check: \_\_\_\_\_.

**Remember!**

- Please use one form for each promotional display you want listed.
- Keep copies for your records.



# 2021 WWW Catalog Member Focus Listing Form

**Member Focus provides a space for Women Writing the West members to list talents and skills related to writing such as Editing Services, Speakers, Classes, Workshops, or Writing Retreats.**

**Please use one form for each listing. Forms must be received by August 1, 2020.**

**Email inquiries to – [beverly.hodgins@hotmail.com](mailto:beverly.hodgins@hotmail.com)**

**Two ways to apply:**

- Visit the WWW website at [WomenWritingtheWest.org](http://WomenWritingtheWest.org) and click on Catalog. Fill out the form and submit.
- Or, copy this form and fill out, printing clearly, and mail along with a check to:

Women Writing the West Catalog  
Beverly Lionberger Hodgins, Editor  
1509 E. Cambridge Ln.  
Spokane, WA 99203-3937

- Only Women Writing the West members are eligible to list their books or place displays.
- To join visit our website: [WomenWritingtheWest.org](http://WomenWritingtheWest.org)
- **The fee for each Member Focus Listing is \$30.**

**Note: Different forms and fees are required for Book Listings and for Promotional Book Displays**

The Member Focus Listing is featured on a special page. Maximum character count for the Member Focus Listing is **140 characters, including spaces**. The text should include name, specialty, & contact information.

**I am currently a WWW member**

**LISTING TEXT**

**MAXIMUM 140 CHARACTERS including spaces.** Please print clearly.

**Member Name:**

**E-mail:**

**Website:**

**Mailing Address:**

**Home State (if different than mailing address – used for index)**

Check payment method:

Online Payment

Check (payable to Women Writing the West)

Enclosed is my check # \_\_\_\_\_ which totals \$ \_\_\_\_\_.

Total number of listings and/or promotional displays paid with this check: \_\_\_\_\_.

**Remember! Please use one form for each listing. Keep copies for your records.**



# 2021 WWW Catalog Book Listing Form

Please use one form for each listing. Forms must be received by August 1, 2020.

Email inquiries to – beverly.hodgins@hotmail.com

**Two ways to apply:**

- Visit the WWW website at WomenWritingtheWest.org and click on Catalog. Fill out the form and submit.
- Or, copy this form and fill out, printing clearly, and mail along with a check to:  
 Women Writing the West Catalog  
 Beverly Lionberger Hodgins, Editor  
 1509 E. Cambridge Ln.  
 Spokane, WA 99203-3937
- Only Women Writing the West members are eligible to list their books or place displays.
- To join visit our website: WomenWritingtheWest.org
- **The fee for each Book Listing is \$50.**

**Note: Different forms and fees are required for Promotional Book Displays and for Member Focus Listings**

I am currently a WWW member

CATEGORY (Check One)	<b>Fiction:</b>	<b>Nonfiction:</b>	<b>Poetry:</b> ___	<b>___ Childrens:</b>	<b>Young Adult:</b>	<b>Other:</b>
	___ Contemporary ___ Historical ___ Orig. Softcover	___ Creative ___ Scholarly		___ Fiction ___ Nonfiction	___ Fiction ___ Nonfiction	___ Anthology ___ Cookbook ___ Describe
<b>Author's Name:</b> (last, first as it will appear in catalog)						
<b>Book Title:</b>						
<b>ISBN#:</b> (include dashes)						
<b>Book Publisher:</b> (imprint/publisher if applicable)						
<b>1st Copyright Year:</b>						
<b>Description:</b> <u>MAXIMUM 30 WORDS</u>						
<b>Mailing Address:</b>						
<b>E-mail Address:</b>						
<b>Website:</b>						
<b>Home State:</b> (if different than mailing address – used for index)						

Check payment method:

- Online Payment    Check (payable to Women Writing the West)

Enclosed is my check # \_\_\_\_\_ which totals \$ \_\_\_\_\_.

Total number of listings and/or displays paid with this check: \_\_\_\_\_.

**Remember!**

- Please use one form for each listing.
- Keep copies for your records.