

## Instructions for Artists

### GUIDELINES FOR ARTWORK

The Permanente Press publishes artwork and creative writing in several venues, including *The Permanente Journal (TPJ)*, *leaflet*, in print and online and is owned, published, and copyrighted by the Permanente Federation. If you would like to submit art for consideration for the cover or interior of *TPJ* or for *leaflet*, please use the following guidelines:

Submission should be a high-quality, high-resolution color photograph of your art no smaller than 4x5 and no larger than 8x10. Portrait orientation will be preferred for cover art consideration. Please complete a cover letter explaining your association with the health care field, art background, medium, size, and a brief statement about the artwork (description, inspiration, etc). Also include your contact information (address, phone & fax numbers, and e-mail address).

If your artwork is chosen for publication:

- The artist is responsible, before submission and publication, for obtaining any and all releases and consents necessary to permit publication and exhibition for any material or elements that are not owned by the artist and/or that are subject to the rights of third parties, and/or if any persons appear in the artwork.
- Upon decision to publish, the artist must provide a signed release from any person who appears in the artwork and/or the owner of any material that appears in the artwork, authorizing The Permanente Press to reproduce, distribute, and display in print and online.
- The artist must provide a signed written license from the copyright owner of any sculpture, artwork, or other copyrighted material that appears in the artwork, authorizing The Permanente Press to reproduce, distribute, and display in print and online.
- The Permanente Press reserves the right to reproduce, distribute, display, and create derivative works in print or electronic media, including but not limited to promotional material for *TPJ* or *leaflet* (postcards, bookmarks, social media, etc), anthologies of collected artwork, etc.

### ARTWORK SUBMISSION INSTRUCTIONS

Artwork submissions are now being processed through ScholarOne/Manuscript Central. If you are submitting artwork, your submission process will be truncated. If you are submitting more than one image, please process **each image as a separate submission**.

Please carefully read and complete the [Artist Copyright Form](#) and submit via fax (503-813-2348) or scan and e-mail to [permanente.journal@kp.org](mailto:permanente.journal@kp.org). Please make certain to include the manuscript number with these forms.

**NOTE: Please read ALL of these instructions before beginning your submission process.**

**Please carefully read and complete the [Artist Copyright Form](#) and submit via fax (503-813-2348) or scanned and e-mail to [permanente.journal@kp.org](mailto:permanente.journal@kp.org).**

### NAVIGATING THE SITE

If you have never submitted artwork or an article to *TPJ* or *leaflet*, the first time you use the manuscript submission site, you will be asked to register for an account, which includes creating a user name (e-mail address) and password. Please save this information and do not share your user name and password. After setting up your account and logging in, you will reach a “Dashboard” specific to you. The Dashboard contains a section: “My Manuscripts” that gives a quick-view of all manuscripts and artwork submitted, waiting to be completed, with decisions, etc. There is a link to create a new submission.

You may log into the system at any time to submit a manuscript or artwork or to check on the status of previously submitted material. To submit artwork or manuscripts for submission, click on: “Click here to submit a new manuscript.”

### INFORMATION AND MATERIALS YOU WILL NEED

#### Quick Checklist

- Manuscript type – Click ARTWORK box
- Title
- Artist info
  - Full name
  - E-mail address
  - Mailing address
  - Telephone and fax number
- Cover Letter
- [Artist Copyright Form](#), [Photographic Release Form](#), and other required forms or documentation, as necessary
- Image files—please submit only **one image per submission**

Before submitting artwork, please gather the following information and materials (listed in order requested):

- **Manuscript Type** – Please click on ARTWORK in the dropdown box
- **Title** – You may copy and paste.
- **Artist Info**
  - **Full Names** – First name (Given) and Last name (family or surname) (eg, Jane Q Artist or Q Jane Artist, not JQ Artist or QJ Artist)
  - **E-mail Address**
  - **Postal/Mail Address**
  - **Telephone and Fax Number**
- A **cover letter** is optional; however, you should use this opportunity to make statements about your artwork; eg, medium, size, inspiration, your art background, and any other statement that may be included in the “blurb” that goes with the art should it be accepted.
- You will also be asked for the “**Number of words,**” please indicate “0”—this is a required field.
- **Artists Forms and Sign-offs** authorizing The Permanente Press to publish, reproduce, distribute, and display in print and online.
  - [Artist Copyright Form](#)
  - [Photographic Release Form](#) to be signed by recognizable individuals
  - **Permission to publish** any material or elements not owned by the artist, which are subject to the rights of third parties
  - **Signed written license** from the copyright owner of any sculpture, artwork, or other copyrighted material that appears in the artwork.
- In **File Upload**, please submit a high-res image file and select “Image” as the file designation in the dropdown box.

Submit your artwork online at:  
<http://mc.manuscriptcentral.com/permj>