

# RETOMAG

How to take part:

## 1. Get in touch!

You want to be part of RetoMag? Perfect, we are very happy if you stick around! You can upload a preview of your work on the Retomag Website.

A preview could be a PDF or a jpg. It has the funktion of an application and we will get in touch as soon as we checked out your work.

You can also send us an Email and tell about a project or send some pictures or a text or anything.

Please be aware that we are working on Retomag beside having dayly jobs, so it can take some days for us to answer your messages.

We are sorry, for the circumstances, but these guidelines are very important to archive your files properly and not mix them up with others.

It also makes our work a lot easier and gives us the chance to focus on what we love doing: finding the best visual way to present your work properly and design a great magazine!

## 2. Reaching in your files

When we came back to you and asked you to reach in your files, please set them up like described in the following guideline:

### Images (photographs or illustrations)

- TIFF or JPG
- 300 dpi
- 8 bit
- as big as possible
- please name them with your full name and give them numbers, like that: *sophiedaum01.jpg*
- with your files should come a short description about the project (where is it shot? What made the place special for you? What was the main idea?... It could also be a saying or a quote, just be creative.) This text should NOT be written in an email, it should be a *.txt* or *.doc* or any kind of text file.
- if your images show special places, please send captions in a text file and make clear which caption belongs to which image
- in every file, there should be your *email adress* in the file informations

### Text

- *.txt* or *.docx* or any kind of text file
- please name them with your full name, like that: *sophiedaum.txt*
- give your article a title / headline
- make sure, that there is your name written in the document
- please mark any kind of quotation and write down the references