

PATTERN WRITING GUIDELINES

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FINISHED PROJECTS

When sending completed samples and garments to the editor, please follow these instructions **EXACTLY:**

- **TAG EVERY COMPLETED PROJECT** with name, address, phone and email.
- Attach yarn label for each yarn/color used in the project with a snip of the sample yarn taped to it.
- Send a hard copy of the article/pattern charts and schematics with sample.
- Using the provided **PATTERN TEMPLATE** write your pattern according to the instructions on the template. (If the format is not followed, the pattern will be sent back to you to update)
 - How to format your digital files:
 1. Patterns/articles must be saved as a Word doc.
 2. If you are writing a tutorial/article and providing your own photos, please follow these instructions:
 - Write your manuscript with name, address, email and phone on top left-hand side of page on every page.
 - Use Arial font, size 11.
 - Word count: 700-1,000 words with 3-5 high-resolution photos. (unless editor has asked for something different)
 - Save your manuscript as Word doc, noting where to place photos **IN RED**. (Do not place photos in the Word doc)
 - Save a second version as a pdf, labeled as: "**WITH PHOTOS**" in your title so the editor and layout artist knows where to place your photos in the final article.
 3. Send high-resolution photos and graphics saved as jpgs and send to us as separate files.
 4. If jpgs/graphics files are more than 6MB combined, send as separate emails. Good size files are 2-3MB per image. (**Do not use Dropbox**)
 - Send completed files to: Barb_Sprunguer@annies-publishing.com and copy KaraGott_Warner@annies-publishing.com (Mac and PC files are acceptable)

Return of Published Projects: Projects accepted for publication will be returned to the designer (unless otherwise arranged) approximately six weeks after publication along with a complimentary copy of the magazine in which the design appears. All manuscripts, diagrams, etc., remain the property of the publisher.

(Information that follows is provided in Pattern Template)

State **skill level**, using the guidelines given below.

Beginner—For the first-time knitter, incorporating basic knit and purl stitches.

Confident Beginner—Geared toward the beginner who is eager to learn new techniques. Projects geared toward first-time knitters, including simple stitch patterns that introduce basic techniques, such as simple decreasing, increasing and yarn overs.

Easy—Projects using basic stitches, repetitive stitch patterns, simple color changes and minimal shaping and finishing. Simple in-the-round projects, such as hats, neck warmers and cowls fall within this skill category, as well as the ability to read simple stitch charts and keys.

Intermediate—Projects that incorporate a wide variety of stitches, such as basic cables, lace, simple intarsia, double-point needles and knitting in the round, shaping and finishing. The knitter has the ability to read more advanced stitch pattern charts, such as lace and cable charts.

Moderately Challenging—Projects that utilize a wide variety of stitches and techniques as noted above, as well as short rows and methods, such as intarsia and stranded colorwork with minimal color changes.

Challenging—Projects that require a more intuitive understanding of a pattern or chart and that also include advanced stitches and techniques, as well as more intricate methods, such as intarsia, cables, lace and stranded colorwork with numerous color changes. Projects in this category may also involve advanced shaping and construction techniques.

Give **Sizes** (for sweaters: a minimum of three sizes) and **Finished Measurements (Chest and Length for sweaters)**.

Example:

Sizes

Woman's small (medium, large, X-large, 2X-large, 3X-large)

Instructions are given for smallest size, with larger sizes in parentheses. When only 1 number is given, it applies to all sizes.

Finished Measurements

Chest: 37 3/4 (39 1/2, 43, 46 1/4, 50 1/4, 53 1/4) inches (buttoned)

Length: 25 1/2 (26 1/2, 27 3/4, 28 1/4, 30 1/2, 31 1/2) inches

For Child's sizes, list as follows: Child's 0–3 (3–6, 6–12, 12–18, 18–24) months or Child's 2 (4, 6, 8, 10) or Child's 2T (4T, 6T). Do not mix months and years. Note that there is a difference in fit between a 2 and a 2T.

Non-wearables will need only Finished Measurement(s).

Write out "inches"; do not use the inch symbol anywhere in the pattern text. Use **CYCA sizing guidelines** when grading garment patterns (see www.yarnstandards.com), allowing for desired ease. Indicate desired ease using CYCA terminology.

Indicate the **model size** in the instructions and on the tag on the project. Women's garments should be made in a size small. Other garment sizes should be confirmed with the editor.

Yarn information should follow this format: Yarn Company name Yarn name (common yarn weight name; fiber content; yardage/weight per put-up (skein or ball, as appropriate); number of balls/skeins, color and color number (if yarn manufacturer hasn't assigned a color name, write in an appropriate descriptive color name). Unless a color name is a proper noun, colors should be lowercase.

Example:

Blue Sky Alpacas Techno (bulky weight; 68% baby alpaca/22% silk/10% extra-fine merino wool; 120 yds/50g per skein): 2 skeins club gray #1975 (MC), 1 skein each posh pink #1981 (A) and atomic green #1980 (B)

State **needle size(s) listed in ascending order**. *Include length of circular needles.*

Examples:

Size 1 (2.25mm) double-point needles (set of 5) or size needed to obtain gauge

Size 5 (3.75mm) 29-inch circular needle

Size 7 (4.5mm) 29- and 36-inch circular needles or size needed to obtain gauge

Include in **the materials list** the types of materials, quantities used (for all sizes) and ordering information if unavailable at most craft stores. Include any extras such as crochet hooks, cable needles, stitch holders, markers and buttons, each on a separate line.

Give **gauge** (including approximate gauge before felting for a felted project). Measure stitches and rows/rnds over 4 inches/10cm and specify pattern (St st, stitch pattern, color pattern, etc.) and needle size used (e.g. larger/smaller). Include multiple gauges if more than 1 pattern stitch is used in project.

Example:

Gauge

20 sts and 25 rows = 4 inches/10cm in St st with larger needle.

To save time, take time to check gauge.

Use the abbreviations given in the list at the end of this document. Do not use any other abbreviations without a definition or explanation, even those that may be standard in other publications. Define any abbreviations that you use but that aren't listed in this document in your instructions under **Special Abbreviations** head. Use cable abbreviations as described here: http://www.craftyarn council.com/chart_knit.html, i.e. 2/2 LC (not C4B).

Note: K, p, and sl are used only when followed immediately by a number (e.g. k1, p7, sl 2); otherwise spell out "knit", "purl" and "slip" (e.g. "knit to end of row").

Put all **Pattern Stitches** under a separate head before the pattern text begins.

For Pattern Stitches, indicate st repeat and extra sts. *Examples:*

A. Checks (multiple of 3 sts + 1)

B. Diamond with Crosses (18-st panel)

Follow this style: multiple of 4 sts + 2, (incorrect: multiple 4 + 2 sts)

Include **source references** for pattern stitches when available (such as Barbara Walker/Harmony books including page number) for tech editor.

Row/Rnd numbers should be in bold, followed by colon. WS/RS should be indicated in parentheses where appropriate, also in bold, preceding the colon (see sample pattern).

Pay special attention to pattern stitch instructions. Cap first word of the instructions following Row or Rnd #, then use uppercase or lowercase for abbreviations according to Annie's style, i.e. use k2, p2, not the uppercase equivalent of K2, P2. Note: There is no space between the k or p and the stitch number.

Put a period at the end of each row/rnd instructions.

Provide **stitch counts** at the end of all increase and decrease rows. End the row/rnd instructions, then insert em-dash, followed by resulting stitch counts. *Example:*

Next rnd: *Work in established pat to 2 sts before marker, k2tog; rep from * around—28 (32, 36, 40) sts.

When **increasing**, specify type of increase: Knit in front and back of stitch (kfb), Make 1 (M1), etc. Indicate whether M1 increases are directional/mirrored (M1L/M1R).

When **decreasing**, specify ssk, k2tog, etc.

Where appropriate, shaping information may be given in Pattern Notes.

Write out any **reverse shaping** for all experience levels. This is required style for Annie's patterns.

Explain any technique a knitter of that experience level may not know under a Special Techniques head before the pattern text.

GRAPHICS

Include **charts of stitch or color patterns** where applicable. Indicate stitch pattern repeats on chart.

Include stitch or color key.

Include **schematics** where necessary, indicating ALL measurements schematics (see schematic

example in issue of *Creative Knitting* magazine). Give measurements in fractions (not decimals) to the nearest 1/4" and use "marks (double-primes) for inches. All garments must have complete schematics; there are **NO EXCEPTIONS**.

Digital graphics are preferred. If hand-drawing graphics, scan and save as a jpeg to email with pattern text. If hand-drawing graphics, do not use blue graph paper or a pencil because they do not scan well. Be sure lines are dark enough to scan, using ink if possible.

DO NOT embed graphics within the pattern text.

CONTRACTS AND PAYMENT

Contract will be sent with a business-reply envelope. Sign the contract and return it in the postage-paid envelope. Keep the photocopy of the contract for your records and return the original to us.

Upon design acceptance you will receive a written contract stating the rights, terms and payment. Payments will be issued once the technical editing process is complete.

Negotiated fees will be paid upon completion of pattern and sample based on Annie's specifications. Poorly constructed samples will be returned to the designer, and fees will be forfeited.

Because all rights to designs are purchased, unless otherwise arranged, designers should not sell the purchased design or one very similar to it to another publisher.

Standard Abbreviations

[]	work instructions within brackets as many times as directed
()	work instructions within parentheses in the place directed
**	repeat instructions following the asterisks as directed
*	repeat instructions following the single asterisk as directed
"	inch(es) [used only on schematics]
approx	approximately
beg	begin/begins/beginning
CC	contrasting color
ch	chain stitch
cm	centimeter(s)
cn	cable needle
dec(s)	decrease/decreases/decreasing
dpn(s)	double-point needle(s)
g	gram(s)
inc(s)	increase/increases/increasing
k	knit
k2tog	knit 2 stitches together
kfb	knit in front and back of a stitch
kwise	knitwise
LH	left hand
m	meter(s)
M1R	make 1 with right twist
M1L	make 1 with left twist
MC	main color
mm	millimeter(s)
oz	ounce(s)
p	purl
p2tog	purl 2 stitches together
pat(s)	pattern(s)
pm	place marker
pssو	pass slipped stitch over
pwise	purlwise
rem	remain/remains/remaining
rep(s)	repeat(s)
rev St st	reverse stockinette stitch
RH	right hand
rnd(s)	round(s)
RS	right side
skp	slip, knit, pass slipped stitch over—1 stitch decreased

sk2p slip 1, knit 2 together, pass slipped stitch over the knit 2 together—2 stitches decreased
sl slip
sl 1 kwise slip 1 knitwise
sl 1 pwise slip 1 purlwise
sl st slip stitch(es)
ssk slip, slip, knit these 2 stitches together—a decrease
st(s) stitch(es)
St st stockinette stitch
tbl through back loop(s)
tog together
WS wrong side
wyib with yarn in back
wyif with yarn in front
yd(s) yard(s)
yfwd yarn forward
yo (yo's) yarn over(s)

PROJECT/PATTERN SUBMITTAL CHECKLIST

Please complete the checklist below before mailing your materials to us. Be sure to check off each item below and initial that you have thoroughly reviewed your materials before mailing them to us. Please include a printed copy of this checklist with your materials.

Thank you for your cooperation!

- TAG EVERY COMPLETED PROJECT with name, address, phone, email, yarns used and sample size.**
- Printed hard copy of pattern and accompanying charts and schematics with yarn label and snip of yarn attached to pattern.**
- Pattern is written according to PATTERN TEMPLATE specifications.**
- Graphics are sent as separate files and are not embedded in pattern document.**
- If providing photos for article, a “with photos” pdf version has been sent to editor.**
- Sizes for projects are based on CYCA guidelines.**
- You have used abbreviations in your pattern based on our Standard Abbreviations List.**
- Word document and graphic files sent via email to Barb_Sprunguer@annies-publishing.com and KaraGott_Warner@annies-publishing.com.**

Mail all materials by your instructed deadline to:

Kara Gott Warner

Annie's
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Designer initials