

CHIVALRY & SORCERY WRITERS GUIDELINES

These guidelines are presented here for prospective writers for *Chivalry & Sorcery* products.

CORRESPONDENCE

Perhaps the single most important rule is the need for you to provide a **stamped, addressed envelope (SAE)** with any written communication you send us, to enable us to reply. If you send in a manuscript and you want it returned if it is not accepted for publication, your SAE must be large enough to hold the manuscript, with enough postage affixed to carry the submission back to you. If you do not want the manuscript pages back, you still need to provide us with a letter-sized SAE into which we can place our response.

All correspondence with us must be by mail or e-mail. We ask you **not to telephone** (partly due to time differences but also to ensure that you do not waste a telephone call if the person you need to speak to is not available).

SUBMISSIONS

A copy of our Standard Disclosure Form is included with these guidelines. Please photocopy and ensure that a COMPLETED FORM is included with each manuscript or outline that you send us.

If you have an idea for a manuscript, please submit a one-page outline before you actually start writing. This is a quick and easy way to describe the material you wish to write and enables us to assess its cohesion with other products both already in existence and those planned for the future. We will then respond and let you know whether to continue with the manuscript in its present form or whether amendments to your idea could be included at this stage to ensure it fits with the **C&S Family** of products.

If you have not previously sent an outline to us, then please send a covering letter with each full submission. Include in the letter a brief description of the manuscript submitted and any other information you feel is relevant.

If you wish to receive a confirmation of our receipt of your manuscript, then we suggest that you either use a method where the delivery is signed for or enclose a stamped, addressed postcard with your submission. We can then send this back to you when your submission arrives so confirming receipt. However, we cannot assume any responsibility for the transit and safekeeping of manuscripts and other materials sent to us.

Always keep at least one hard (paper) copy of each of your manuscripts.

Electronic Submissions - if it is possible for you to provide us with a copy of your manuscript on a computer diskette (assuming the submission is accepted, of course), please let us know that in your cover letter when you send in the submission. We prefer submissions to be in Word 97 format or RTF, however this is not exclusive. If we want to publish your manuscript, we will ask you to send us a diskette, which we will not return, and discuss format of the document at this time. Always send your manuscript in **printed form** (hard copy) initially - DO NOT send submissions via the e-mail unless requested in writing by us.

All submissions should be sent to:

Brittannia Game Designs Ltd
94 Laurel Road
Dudley
West Midlands DY1 3EZ
UK

Please mark the envelope for the attention of **Submissions Editor**.

EVALUATION OF MATERIAL SUBMITTED

We may need as long as twelve weeks to make our evaluation of your submission. If you have not heard from us after this much time, feel free to contact by mail or email about the status of your material. Please do not contact us by telephone, as you may not get to speak to the person concerned.

STYLE AND CONTENT

Please remember first of all that a non-player character or player character is a fictional personality created for a role-playing game. A player is a real person who plays a game and controls the PC or NPC. **DO NOT CONFUSE THESE TWO TERMS IN YOUR TEXT!**

Generic Chivalry & Sorcery Products

The majority of C&S products will have a strong background in European Medieval history although other historical backgrounds will be included. Manuscripts should be thoroughly researched and be historically correct. A veneer of fantasy should then be applied to the strong historical foundation based on existing myth and folklore. The manuscripts should have atmosphere and action portraying the period but remain within the ethical guidelines as set out in point 5 below.

Marakush Products

As with generic products this campaign setting has had historical research applied, but the fantasy element is stronger and allows more far reaching fantasy manuscripts. Again, action and atmosphere should be visible portraying a realistic and heroic age within the ethical guidelines as set out in point 5 below.

Guidelines

1. Use proper bibliographic style when listing book and magazine references in your submission. If your manuscript quotes material verbatim from other sources, identify the sources (including page numbers) and BE SURE THAT EACH QUOTE IS WRITTEN EXACTLY AS IT APPEARS IN THE ORIGINAL SOURCE. If possible, send a photocopy of the page on which the quoted material originally appeared.
2. Manuscripts should address all facets of the subject at hand. They should not pose questions that are not answered in the text, nor should they contain flat statements that are not explained and not justified with sound reasoning or deduction.
3. Any manuscript that offers a skill, creature etc for **C&S** should ensure that this new creation is detailed thoroughly. There is little point in creating something if it can not be used or re-created by another player. For new creatures, ensure that their place in any ecology is detailed and is suitable. Not necessarily for the actual manuscript submitted but for future products etc. I.e. we may not use the manuscript but we may find a skill or creature etc which would be of benefit to a future release.
4. Keep an eye for detail and pay close attention to specifics. Lack of clarity occurs when an author assumes knowledge or understanding on the part of the reader that the reader may not have. Someone exposed to an author's ideas for the first time needs to have all relevant facts explained in detail and in order of significance.
5. You must also consider our moral and ethical standards. People who buy and read our products may be still of school age or below the age of majority, or be under the guidance and influence of, their parents or guardians. We **do not** wish either the readers or their parents to perceive our products as detrimental to young people.

We want **C&S** to be available to all age categories and not to be placed in a proverbial "brown cover on the top shelf". We believe we should police ourselves before there is a need to be policed. Thus, we do not portray profanity, graphic violence, sexual activity, or any other such topics. We do not wish to "gag" historical accuracy but we do require a sensitive approach to such matters.

If you are not sure if your idea is acceptable on moral or ethical grounds, assess the idea again from a conservative, detached point of view. If you are still not sure if it qualifies, explain to us in your query letter what the potential problem is.

6. DO NOT COPY MATERIAL FROM ANOTHER SOURCE AND PASS IT OFF AS YOUR OWN (I.E. COMMIT PLAGIARISM). Authors will bear full legal responsibility for such actions.
7. Drawings and sketches may accompany your manuscript if they are necessary to illustrate important points. Such pictures need not be for publication as drawn but should still be clearly and neatly rendered. Sketches and artwork should be done in ink, not pencil, and if appropriate should include a scale grid (square or hexagonal pattern) or size scale. Legibility of maps and drawings is critical. If some of your illustrations are publishable, we will make a separate contract and payment arrangements for that part of the submission.
8. We are able to receive manuscript queries via email. The address is **marakush@aol.com**.

RIGHTS AND PAYMENT If your manuscript is suitable for publication, we will provide a Writer's Contract that you will be asked to sign. Prior to this point, we may ask you to sign a Confidentiality Agreement - please note the signing of this agreement does NOT guarantee that your manuscript will be published. It is merely to safeguard the **C&S** product range and other writers involved with **C&S** and to allow the writer access to material that may be needed to complete the manuscript but is yet unpublished. In respect of rights and payment - these will be agreed if you manuscript is suitable for publication and details will be included in the Writer's Contract.

BRITANNIA GAME DESIGNS LTD

STANDARD DISCLOSURE FORM

a) I wish to submit the following materials for consideration for publication by Britannia Game Designs Ltd, subject to all of the conditions below. ***Working title of submission and brief description:***

submit my materials voluntarily and on a non-confidential basis. I understand that this submission by me and its review by Britannia Game Designs Ltd ("BGD Ltd"), does not, in whole or in part, establish or create by implication or otherwise any relationship between BGD Ltd and me that is not expressed herein. I further understand and agree that BGD Ltd, in its own judgement, may accept or reject the materials that are submitted with this Disclosure Form and shall not be obligated to me in any way with respect to my submission until BGD Ltd shall, at its own election, enter into a properly executed written agreement with me, and only then according to the terms of such an agreement. I agree that BGD Ltd may have a reasonable period in which to review this submission. BGD Ltd will return my submission to me provided that it is received by BGD Ltd with a stamped, self-addressed envelope. BGD Ltd shall not be held responsible, however, for items or materials that are accidentally damaged or lost. I hereby agree to retain a copy of the submitted materials. I understand and agree that the review by BGD Ltd of the materials that accompany this Disclosure Form does not imply or create any financial or other obligation of any kind on the part of BGD Ltd, any confidential relationship or guarantee of secrecy, or any recognition or acknowledgement of

either novelty or originality. I also understand and agree that if the submission utilises or is based on characters, settings, or other materials that are owned by BGD Ltd or if the submission contains trademarks and/or other proprietary materials that are owned by BGD Ltd, then I shall not be free to submit the submission for publication to any person or firm other than BGD Ltd unless with their prior, written permission. I warrant that the submission (tick one):

Has never been published

Has been published - **supply information on back of this form (name of publication, date etc and if possible provide a copy** I further warrant that the submission is original, and that its publication will not violate the rights of any third party, and that the person identified herein as the submitter is the sole owner of the submission. Furthermore, I am of legal age and am free to make agreements relative to this submission, or I am the authorised representative of the submitter:

Signature: _____	Relationship to author if not author: _____
Date: _____	

Please type or print the following:

Submitters name: _____

Address: _____

Telephone: _____

E-mail: _____