

Artist's Guidelines

Our mission at *Decorative Artist's Workbook* is not only to supply readers with inspiring projects to paint, but to provide com-

plete, easy-to-follow instructions that will show them step by step how to paint a project. Therefore, the most important element in a fea-

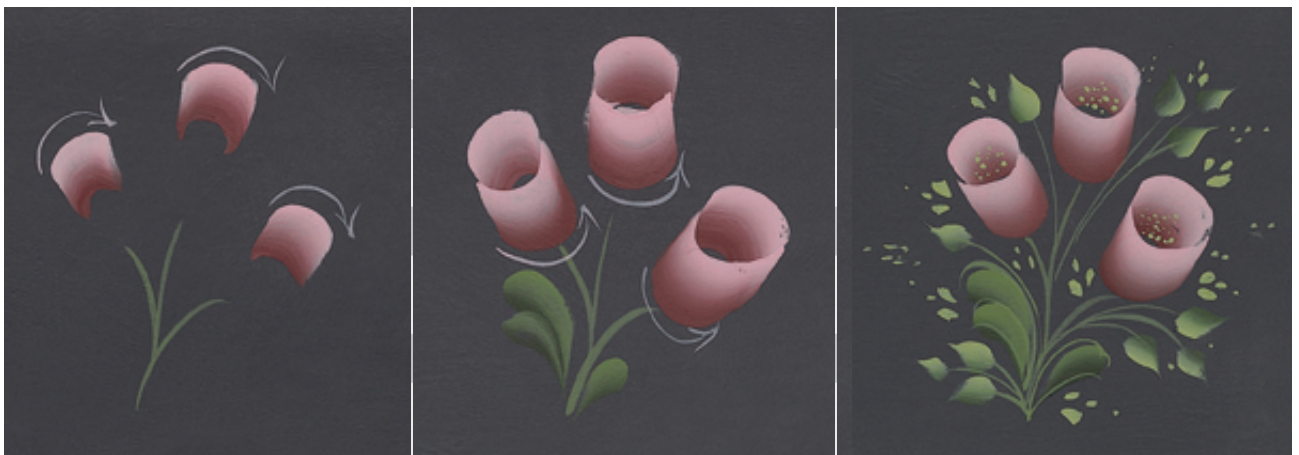
ture article is the step-by-step painting worksheet. To make sure your painted steps meet our requirements, please read the following guidelines before you begin painting them.

WRONG



This art is scrunched together, making it difficult to outline and separate if we need to.

RIGHT



There is plenty of room around each piece of artwork so we can easily separate the art into a clear progression of steps, each with its own caption.

PAINTING A WORKSHEET

What Surface to Use

Paint step-by-step worksheets as flat art. Paint on a flexible surface (so we can bend it around our cylindrical scanner drum). Use a flexible surface, such as unmounted canvas, watercolor paper, card stock, or bristol board. Avoid inflexible surfaces, such as heavy illustration board, matboard, foamcore or Masonite.

What to Put on a Worksheet

Your worksheets should demonstrate your painting process step by step. It is important, unless otherwise instructed by the editors, that you include steps for every element in the design. In other words, if your design includes a bird on a flowering tree branch, your worksheets should include instructions for the bird, a blossom, a leaf and the branch.

Be sure that your steps do not skip portions of the painting process. If your steps include basecoating, shading, highlighting and adding reflective lights, be sure your worksheets reflect all of these steps.

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or vellum overlay or a photocopy. We will typeset the text and arrows.

- Do include instructions for special techniques, such as sponging, texturing or unusual brush strokes. If you can demonstrate these processes on flat art, please do.
- Don't pass up an opportunity for extra instruction. Include additional painted steps for details, such as a dew drop, turned petal or leaf.
- Don't hesitate to call and ask questions. We'd be happy to help you plan your illustrations.

Your painted worksheets should correspond with the written instructions. If your written instructions for grapes, for instance, describe three steps, your painted worksheet/s should show three steps.

How to Arrange the Steps

Leave at least a 1½-inch margin around each individual piece of art, which will allow us more options when designing your article. Imagine a box drawn around each piece of artwork so each one has its own space. If part of another step intrudes into the box, you've painted them too close together.

There are two ways to organize your steps. Option 1: Paint each part of the design in separate steps. For instance, to paint the cherry bowl above, paint the cherries step by step, then paint the leaves step by step.

Or, Option 2, paint the entire design in stages. For instance, to paint the bird on page 3, basecoat the entire bird, then shade and add accents to the entire bird, then highlight the entire bird, then add details. Just think about how you painted your design and which process makes more sense for teaching purposes.

DOS AND DON'TS

- Don't write directly on the worksheet. Instead, write on a tissue

PAINTING PARTS OF THE DESIGN STEP BY STEP



You can pull elements out of your design and teach them step by step (as above), or you can paint the entire design step by step at once (as on page 3). To decide, consider the way you painted the design and how you've ordered and written the text.

PAINING THE ENTIRE DESIGN STEP BY STEP

