

**Model**Aviation  
Bringing Modelers Together

**PARK**  
**PILOT**

**AUTHOR GUIDELINES**  
AND SUBMISSION INFORMATION

## FEATURE ARTICLES

### SUBMISSION OF ARTICLES AND PROPOSALS

1. Proposals are ideas for future articles. They do not necessarily contain all text and photos, but just an excerpt or idea and a few photos for possible submissions.
2. When the Editorial staff receives a proposal and reviews it, the author will be notified whether to submit more information (full content of text, photos, plans, etc.) or whether the proposal has been declined for acceptance at this time.
3. A final acceptance or rejection is based on a review of all completed material. If the proposal is declined and sent by postal mail, all materials will be returned promptly.
4. Complete article submissions that include all content take time for necessary review, which is based on a number of factors, including length, complexity, and subject matter. As a general rule, most submissions take two to four weeks to review; lengthier or more technical pieces may take several weeks longer, requiring extended reviews by several people. Please take this into consideration when submitting proposals or articles for possible publication.
5. Articles that are accepted for publication cannot be guaranteed a publication date. Editorial calendars are set in advance and magazine issues are in production three months ahead of the publication date.
6. If at any time you wish to check the status of your proposal or article submission or have questions, please contact *MA* Editor-in-Chief Jay Smith at jays@modelaircraft.org, or *MA* Assistant Editor Jennifer Orebaugh at jennifer@modelaircraft.org.

### CONSTRUCTION ARTICLES AND PLANS

1. Construction articles require full-size plan drawings in pencil, ink, or CAD (computer-aided design). These can be submitted to us as nicely arranged and lettered pencil drawings on vellum, traced in ink by a draftsman, as finished ink drawings with mechanical lettering on drafting Mylar film (or equal), or in digital form. Professional-quality work is required in all instances.
2. Plans can be any length, with a maximum of 36-inch width. A good rule of thumb for width is either 24 inches or 36 inches. This will help reduce cost on plans sales.
3. All plans should have a 1/2-inch line border around the edges.

4. Please provide a specifications box in the lower right corner for information about the plans (name/designer/drawn by/type of aircraft/size/power/weight, etc.) as well as room for the plans number.

5. Plans should include a callout for the CG (center of gravity), as well as a measurement line indicator.

6. Pencil drawings can be reproduced to have the same quality as ink if carefully and neatly done.

7. Callouts must be neat and uniform in size. They may be produced on a computer and pasted onto the sheet.

8. Pen weight should be no smaller than .35mm for inked and plotted drawings.

9. Suggested weight for the border is .60.

10. Line weight for digital files in PDF or TIF format should be no less than 5 points for borders and no less than 2 to 3 points for actual plans lines.

11. Some plans (especially those designed in CAD) may not be of high enough resolution, or the line weights are not thick enough. If redrawing is necessary, payment will not be as high.

12. Digital files may be PDF, TIFF, or JPG, at the highest possible resolution (300 to 600 dpi is recommended) and at the original plans size.

13. The Plans Service printers do not accept CAD files; however, *Model Aviation* can accept CAD files as long as they are .DWG extensions that can be converted using other programs. We would prefer they be sent as PDF, TIFF, or JPG, though.

14. Hard copies of plans designed in CAD are required as back up.

15. Do not fold hard copies of plans. Instead, roll them up and send to us in a tube.

16. All plans used in construction articles for *Model Aviation*, and sold by the AMA Plans Service, become property of AMA; AMA owns the rights to both the plans and designs.

17. In a circumstance where permission is needed to kit, AMA will in each case re-release the rights for kitting only to the original designer six months after the design was printed in *Model Aviation*; if he or she wishes, a deal can then be made with a kit manufacturer. The Plans Service, however, will still be the only place to purchase the actual plan.

18. In all other instances, new plans must be drawn up to be sold outside of AMA; the plans AMA bought with the article and the design are proprietary unless previously authorized for re-sale as a short kit to a manufacturer. If plans are modified and/or the model is renamed, AMA owns no rights to the design. Even small changes (to airfoils, shapes, etc.) would render the resulting model as a new design.

19. For more information about the AMA Plans Service, please contact Greg Prater at [gregp@modelaircraft.org](mailto:gregp@modelaircraft.org).

## PAYMENT FOR FEATURE ARTICLES IN *MODEL AVIATION*

1. Submissions to sections of *Model Aviation* and [www.ModelAviation.com](http://www.ModelAviation.com) such as “In the Air,” “Focal Point,” “Viewfinder,” and “Plane Talk” are unpaid.

2. *Model Aviation* has a payment-upon-acceptance policy; we do not buy all submissions.

3. Once the author is paid, *Model Aviation* owns the rights to the article, photos, and/or model design and plan, and reserves the authority to edit and change the manuscript as necessary.

4. The use of content, once it is owned by *Model Aviation*, in blogs, newsletters, online at [www.modelaircraft.org](http://www.modelaircraft.org) or [www.ModelAviation.com](http://www.ModelAviation.com), in the digital tablet version of *Model Aviation*, or in displays or social media, is at the discretion of AMA and the Publications department.

5. Before payment, all authors are required to sign the Author Agreement and Assignment (“See Additional Information: Documents and Forms”) and provide his or her social security number for tax purposes. Both can be submitted to Editor-in-Chief Jay Smith at [jays@modelaircraft.org](mailto:jays@modelaircraft.org), or Assistant Editor Jennifer Orebaugh at [jennifer@modelaircraft.org](mailto:jennifer@modelaircraft.org), or by postal mail at 5161 E. Memorial Dr., Muncie IN 47302; Attn: *Model Aviation*.

6. All feature articles, including product reviews and construction plans, are evaluated by *MA* staff on an individual basis as to the proper payment.

7. Payment is based on the number of magazine pages expected to be reserved for the article, whether the author has previously written for *Model Aviation*, his or her experience and knowledge, and the amount of additional work and expense required to get the article into publishable condition.

8. For product reviews it is agreed by both the author/ reviewer and *Model Aviation* that products are the property

of the reviewer once the review has been accepted by *Model Aviation*, but the product must stay in the reviewer’s possession for six months after the review publication date. After six months, the reviewer may do what he or she wishes with the product (i.e., sell, trade, etc.).

9. Upon acceptance of review products, the reviewer acknowledges and agrees that the review text, photos, and any videos become exclusive property of *Model Aviation*. No part of the review photos, videos, and/or text may be reproduced in whole or in part, or otherwise, without the permission of *Model Aviation*.

10. Reviews accepted are scheduled as needed by *Model Aviation* staff. We cannot give guarantees regarding publication dates, but we do our best to publish them as quickly as time and space permit.

## BONUS VIDEO CONTENT

*Model Aviation* welcomes interaction from our members with videos they have taken of their aircraft flying, of step-by-step how-tos or tutorials, or even event coverage that can be used as supplements on [ModelAviation.com](http://ModelAviation.com) or in the *Model Aviation* digital edition to articles in *Model Aviation* magazine. In order for videos to be the best possible, here are some guidelines to follow.

This can be overwhelming, but most newer, mid-level consumer camcorders shoot at the quality noted below or higher. We don’t want you to become distracted by these details. We prefer you focus on the content and telling a great story. Most importantly—have fun.

1. If you are editing video, please keep it short. Digital viewers have limited attention spans. Less than 4 minutes is best.

2. We can accept most formats (.mov, .avi, .flv, .mp4, .wmv); however, for optimal results use .mp4/MPEG-4 (Divx, H.264, Xvid) format.

3. Although we prefer .mp4, do not convert your video if it is in a different format. We’d rather do the conversion in-house.

4. Frame rates should be at least 24p or higher.

5. Ideal resolution should be at least 1280 x 720 (720p).

6. We prefer a 16:9 aspect ratio (widescreen), but 4:3 is acceptable.

7. If you have the option, please do not let the bitrate drop below 1,000 kps.

8. Please respect copyrights. Submit videos that you have shot yourself or that you have consent and permission to use. Please include information about who the video is by (Video by XXX) or by whom consent to publish was given if it is someone else (Permission to publish given by XXX).

9. Do not add music to your video (unless it happens to be playing in the background). If you do add music or other video clips, please provide us with all documentation verifying you are not violating copyright laws.

10. Videos may be submitted via email (as an attachment, not a link directing us to a website to view it), by DVD through postal mail, or through a service such as YouSendIt or Dropbox.

11. Videos may also be submitted online via [www.ModelAviation.com](http://www.ModelAviation.com), through the “Plane Talk” section: [www.ModelAviation.com/planetalksubmit](http://www.ModelAviation.com/planetalksubmit).

12. *Model Aviation* encourages members to keep copies of their videos, because they become property of *MA* upon publication and will not be returned.

13. Selection and publication of all videos is subject to the approval of the magazine staff.

14. Questions and submissions should be directed to Editor-in-Chief Jay Smith at [jays@modelaircraft.org](mailto:jays@modelaircraft.org) or to Multimedia Editor Chad Budreau at [chadb@modelaircraft.org](mailto:chadb@modelaircraft.org).

## SPECIAL SECTIONS

### PRODUCT SPOTLIGHT: WORTH A CLOSER LOOK

In each installment of “Worth a Closer Look” we do our best to bring you new and exciting products from our industry. These write-ups are not press releases, but are actually mini-reviews written by the *MA* staff and chosen reviewers. In each instance the product or service is built, tested, flown, used, etc. to give you a firsthand account of how it performs.

We have found some of these items on our own, but many have been brought to our attention by outside sources. If you have a product or service that you feel might be “worth a closer look,” contact *MA* Editor-in-Chief Jay Smith by email at [jays@modelaircraft.org](mailto:jays@modelaircraft.org).

### PRODUCT SPOTLIGHT: MODELER’S MALL

The Modeler’s Mall section under “Product Spotlight” comprises product releases from manufacturers, with which

to inform our readers and the *AMA* members about new and exciting hobby items. A new product release is just that—a release with new and pertinent information about a product. We do not require actual products to be sent to us for inclusion into this section.

1. Product releases may be sent by email within the body text or attached as a PDF or Word document, or by postal mail with text and photos on a disk. See the “How to Submit” and “Photography Guidelines” for text and photo requirements.

2. We cannot reproduce low-quality or low-resolution photos taken directly from websites.

3. Text information for Modeler’s Mall will be taken directly from the release; however, if not enough information is included about the product, it will be taken from the manufacturer’s website.

4. Manufacturers and distributors should include their mailing address, telephone number or email, a website address, and the purchase/retail price of the product for the consumer.

5. The Product Spotlight does not imply any endorsements of products.

6. Manufacturers should send information and photos to *MA* Editor-in-Chief Jay Smith at [jays@modelaircraft.org](mailto:jays@modelaircraft.org), or by postal mail at 5161 E. Memorial Dr., Muncie IN 47302, Attn: Modeler’s Mall.

### FOCAL POINT

Are you proud of your latest building/flying effort? Share it with *Model Aviation* readers! Send us a photo following the guidelines for photography, with an appropriate description of the model, and we will publish or post the best submissions as space permits.

1. Content should be restricted to the model with or without the owner/builder. Please do not send photos that depict other members of your family or your friends.

2. Material of a questionable or inappropriate nature will not be considered for use in any “Focal Point” presentation.

3. Please supply your postal address (and email address if available) so that interested parties may contact you directly.

4. Because of this section’s popularity, it may be several months before your model is featured.

5. Submissions may be made by email (with photo as an

attachment, not embedded within the body of the email) or by postal mail. All submissions should be sent to Associate Editor/Designer Ashley Rauen at 5161 E. Memorial Dr., Muncie IN 47302, Attn: Focal Point, or emailed to ashleyr@modelaircraft.org.

6. If you have questions about how to prepare your submission for publication, please contact Ashley Rauen at the above email address or Editor-in-Chief Jay Smith at jays@modelaircraft.org.

## VIEWFINDER

Do you have a great airplane or helicopter photo you are proud of? We're looking for photos to publish on the "Viewfinder" page in *Model Aviation* magazine.

1. A high-resolution photo or photo at the highest jpg setting on your camera is preferred: at least 5 x 3 at 300 dpi or the equivalent size at 72 dpi.
2. Information for this section should include three to four short paragraphs (400 words maximum) about the type of airplane, specifications of the airplane (size, electronics, radio used, etc.), where the photo was taken (event, club, backyard, city/state), names of anyone in the photo, and any other interesting information you would like to provide.
3. Please include information about the type of camera used, as well as (if known) lens used, lens length, and settings (f-stop/ISO/mode settings such as Aperture or Shutter Priority).
4. Submissions may be made by email (with photo as an attachment, not embedded within the body of the email) or by postal mail on a disk or as a hard copy. All submissions should be sent to Assistant Editor Jennifer Orebaugh at 5161 E. Memorial Dr., Muncie IN 47302, Attn: Viewfinder, or emailed to jennifer@modelaircraft.org.
5. We also encourage you to submit Viewfinder photos and information online at [www.modelaviation.com/viewfinder](http://www.modelaviation.com/viewfinder).

## AERO MAIL

If you have a letter to the editor, please submit it to MA Editor-in-Chief Jay Smith at 5161 E. Memorial Dr., Muncie IN 47302, or email jays@modelaircraft.org. We also encourage you to submit letters to the editor online at [www.ModelAviation.com/editor](http://www.ModelAviation.com/editor).

## ABOUT US

AMA members can learn more about the aeromodeling legacy and are invited to respond to a

question for a chance to win prizes! Each installment of "About Us" highlights a company, brand, or organization within our hobby, not only to provide members with good information, but also to give you the opportunity to interact and have more fun with the Academy's flagship publication.

If you or your organization would like to be a part of the "About Us" program, contact MA Editor-in-Chief Jay Smith by email at jays@modelaircraft.org.

## HOW TO SUBMIT

### TEXT

1. Text font should be Times New Roman at 12 points, single-spaced, and formatted with 1-inch margins and .25-inch tab stops.
2. Please use as few computer commands as possible. Do not add page or section breaks or bullets or numbering. If section breaks are needed, use double spacing between sections, with a bold header to emphasize the start of the next section.
3. Italics should be used for emphasis instead of uppercase letters, underlines, or bold.
4. The preferred word document program is Microsoft Word with the file extension of .doc.
5. Documents may be sent to MA by postal mail on a disk (DVD), emailed as an attachment, or sent via a service such as DropBox or YouSendIt (preferred for large files), individually or as zipped files. If sending by email, please do not paste or embed documents or files directly into the message or body text.
6. How-to information should be presented in a direct and orderly manner, but realize that a large part of the reading audience is not at an advanced level of modeling. Basic information should be included.
7. Avoid using slang terms. Include an explanation of abbreviations and acronyms for the benefit of less-experienced or beginning modelers.
8. Give brand names of commercial products rather than (or in addition to) a generic description.
9. Include all sources of information and/or manufacturers and distributors, including telephone numbers, addresses, contact emails, and website links at the end of your text.

## CAPTIONS

1. Caption information for photos should include the file name of each photo and numbered in order of preference.
2. Captions should be typed, nonrepetitive, descriptive, and kept to a minimum. Thirty (30) words or fewer is preferred.
3. Ordinarily, captions explain something that is visible in the photo, although some may be more general, referring to what is in the text.
4. The preferred word-document program is Microsoft Word with the file extension of .doc.

## PHOTOGRAPHY GUIDELINES

### PHOTOS AND IMAGES

1. We will accept glossy (not matte) color prints from 35mm manual or digital cameras.
2. If your camera has a date-stamp feature, please turn it off.
3. Do not mark on the back of hard-copy photos with felt-tip, permanent, or ball-point pens, because the ink may bleed through or onto the emulsion of the next photo in a stack, and this cannot be removed.
4. Do not embed text through a photo program onto digital photos as “callouts.”
5. Please, no cellphone photos.
6. Size and resolution should be 300 dpi (pixels per inch) at a minimum image size of 5 x 3 (or the equivalent size at 72 dpi) or at the highest jpg setting possible on a digital camera.
7. Digital photos originating from hard copies should be scanned at the highest setting possible for resolution (600 dpi is normal).
8. File formats/extensions excepted are JPG/.jpg and TIF/.tif.
9. Please do not embed photos into Word documents, email, or PDFs. Instead, save them as attachments or separate photo files.
10. Do not digitally enhance/fix/Photoshop photos. Our designers are experienced in correcting photos and use several programs to make necessary adjustments so photos look as good as possible.
11. Do not embed or inset photos within photos. If you wish for photos to be placed together or inset with each other, please note this in the caption information text and our designers will put them together in the best possible way.
12. Try to get a mix of vertical and horizontal shots.
13. Remember to consider your surroundings and elements when taking photos: removing hats eliminates facial shadows; busy and/or cluttered backgrounds take away the focus of the photo. Do not cut off photo subjects (hands, airplane wings, legs, etc.). Think about photo composition, considering secondary objects or colors that blend in or merge together with the subject(s).
14. Photos that are too low in size/resolution, low-quality (fuzzy, jpg noise), out of focus, or that are of too-far-away subjects that cannot be recognized will not be used. *Model Aviation* reserves the right to reject any photo that does not meet resolution or size requirements, and if needed may ask for additional photos that fit requirements.
15. We will not accept photocopies, color copies, or laser prints from home ink-jet printers (except as proof of the digital files furnished).
16. Please do not “copy” photos for print from the Internet. Website photos are not large enough to use in print. If you need to use a photo you have viewed on a website or on the Internet, please contact the owner of the website/image for an original copy and permission to use, and cite this information/source in your provided text and caption information.
17. Just because it is on the Internet does not mean it is free for use; copyright to an image belongs to its creator whether copyright has been registered or not. Presume you need permission to use any Internet images.
18. For any photos acquired from other sources or members and not taken by you as the author, make sure you have consent to use them. Include within the caption information who the photo is by (Photo by XXX) or by whom consent to publish was given if it is a company or other (Permission to publish given by XXX).
19. Make sure you have consent from anyone featured in photographs to be published. Consent is required for anyone under the age of 21 from a parent or guardian. Written consent is preferred, but verbal will be accepted. You may use *MA's* Photo Release Form, available online at [www.modelaircraft.org/files/205.pdf](http://www.modelaircraft.org/files/205.pdf).
20. Grayscale (black and white) photos are accepted.
21. Line art and/or cartoons and illustrations are accepted.

Make sure they are high-resolution and large enough size.

22. *Model Aviation* designers reserve the right to redraw line art or illustrations in order to fit our style and standards.

23. Cover photo proposals and submissions are also accepted. Please submit only strong verticals. Only top-quality glossy prints or larger-size digital photos of a minimum of 300 dpi will be accepted. Keep the foreground or background detail to a minimum. We prefer action photos or photos of models in flight, but professional studio photography is welcomed and encouraged. Please do not submit “glamour” photos.

24. Selection and publication of all photo and line art/ illustration submissions is subject to the approval of the magazine staff.

25. Digital images may be sent by postal mail on a disk (DVD), emailed as an attachment, or sent via a file-sharing service such as DropBox or YouSendIt (preferred for large files), individually or as zipped files. If sending by email, please do not embed photos directly into the body of the message.

26. If you have doubts or questions about suitable photos, the Publications staff can work with you. For more examples, please see the “MA Photography Guidebook.”

## DIGITAL OPTIONS

### MODELAVIATION.COM

ModelAviation.com is a supplement to the print and digital edition reading experiences. The website features interactive elements and supplemental materials that enhance the current magazine. Integrated throughout the site are features allowing you to engage with other members, share your thoughts about a story, have a direct line of contact with the Publications team, submit a story of your own, and offer your own suggestions.

*Model Aviation*'s own in-house design team crafted a site that embodies the publication's vision and continued commitment to the AMA and the hobby, sport, and educational pursuit of model aviation.

### PLANE TALK AT MODELAVIATION.COM

*Model Aviation* readers across the country are sharing aviation stories, innovative ideas, and fond memories. Join the conversation, read a story, and add your thoughts in the comment section below each article.

If you have a great story, event, video, innovative idea, or memory, we want to hear about it. Readers may submit by going to [www.ModelAviation.com/planetalksubmit](http://www.ModelAviation.com/planetalksubmit) or by postal mail to MA Editor-in-Chief Jay Smith at 5161 E.

Memorial Dr., Muncie IN 47302, Attn: Plane Talk.

We encourage you to include photos or video to help tell your story; see the video and photography sections of the “Author Guidelines” for more information. Please include your full name, city and state, telephone number, and email. *Model Aviation* reserves the right to reject any submissions or comments deemed inappropriate for our readers.

To learn more about Plane Talk or submit your own story, go to [www.ModelAviation.com/planetalk](http://www.ModelAviation.com/planetalk).

## MODEL AVIATION ENHANCED DIGITAL VERSIONS

*Model Aviation* steps into the digital era with enhanced digital versions of the magazine.

Last year we introduced a *Model Aviation* magazine app. Because of the high expenses and manpower to produce each issue, we couldn't provide the app for free as a member benefit. We have since streamlined production and created an option for subscribers to access a digital edition that is rich with content and bonus features for free as a perk of being an AMA member, and available for access on an iPad or iPhone, Android tablets or smartphones, or on Kindle Fire.

The enhanced desktop/web edition is a user-friendly magazine reader. In addition to a much better online reading experience, you can more easily keyword search within issues, watch videos, link to additional/bonus content, quickly jump between articles, download entire issues as a PDF, and share and email articles. See the “Digital Frequently Asked Questions” at [www.modelaviation.com/digitalfaq](http://www.modelaviation.com/digitalfaq) for more information.

### MODEL AVIATION DIGITAL LIBRARY

Nearly 450 issues of *Model Aviation*—from 1975 to the most current—have been digitally converted into searchable articles and features. Each issue appears as it did at its original time of publication, often complete with period advertisements. It's a great resource that provides you with access to every “how-to” article, plans build, product review, AMA News, feature, and event coverage relating to aeromodeling.

This benefit is free to all AMA members and is accessible through your “Members Only” login. Each issue can be accessed at any time. The library was built to be compatible with any computer, tablet, or mobile device. You do not need to download special software or pay fees to use the library.

To learn more about the enhanced digital versions of *Model Aviation*, and the *Model Aviation* Digital Library, go to [www.modelaviation.com/digital](http://www.modelaviation.com/digital).

## ADDITIONAL INFORMATION DOCUMENTS AND FORMS

### Photo Consent Form

[www.modelaircraft.org/files/205.pdf](http://www.modelaircraft.org/files/205.pdf)

### Author Agreement and Assignment

[www.modelaircraft.org/mag/assignment.htm](http://www.modelaircraft.org/mag/assignment.htm)

### Letters to the Editor

[www.modelaviation.com/editor](http://www.modelaviation.com/editor)

### Viewfinder Submissions

[www.modelaviation.com/viewfinder](http://www.modelaviation.com/viewfinder)

### Contact the MA Staff

[www.modelaviation.com/staff](http://www.modelaviation.com/staff)

### MA Photography Guidebook

[www.modelaviation.com/](http://www.modelaviation.com/)

## MODEL AVIATION IS ...

- The flagship publication of the Academy of Model Aeronautics (AMA).
- The official voice of the AMA, supporting the Academy's Mission and Vision.
- A monthly publication covering all aspects of the hobby and sport.
- Provided as a membership benefit at no extra charge.
- Available by subscription and found in select hobby shops in the U.S. and Canada.
- The best source for news about the Academy and its programs.
- The place to find information concerning new products, aeromodeling events, and helpful how-to articles.

## MODEL AVIATION MISSION STATEMENT

Model Aviation is the flagship publication of the Academy of Model Aeronautics. Model Aviation serves as a vehicle to accomplish the purposes of the organization and a means by which official information is distributed to the membership. Model Aviation supports the mission of the Academy of Model Aeronautics. Model Aviation strives to inspire, inform, and instruct enthusiasts who share a passion for aeromodeling. Model Aviation covers the full spectrum of aeromodeling activities, and serves as an important historical resource. Model Aviation seeks to be an information-providing leader in aeromodeling, reflecting the association's position as the world's largest model aviation organization.

## PARK PILOT IS ...

- A quarterly publication (4 issues) that inspires, informs, and instructs small-field and indoor aviators.

## EDITORIAL OFFICES

*Model Aviation* and *Park Pilot* are official publications of The Academy of Model Aeronautics, 5161 E. Memorial Dr., Muncie IN 47302; Tel.: (765) 287-1256; Fax: (765) 281-7907.

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- Editor-in-Chief, Jay Smith; Tel.: (765) 287-1256, ext. 225; email: [jays@modelaircraft.org](mailto:jays@modelaircraft.org)

A complete list of all *Model Aviation* and *Park Pilot* staff, including columnists, is available at [www.modelaviation.com/staff](http://www.modelaviation.com/staff).