

The background is a solid pink color with faint, white line art sketches of people in athletic wear, such as leggings and sports bras, in various poses.

THE PEAK

Illustration Contributor's Guidelines and How-to

If you're interested in joining our team, contact
production@the-peak.ca with a few samples of your work,
and we'll go from there!

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Hey all, welcome to *The Peak*!

As illustration contributors, your week is pretty chill. Think of yourselves as remote freelancers.

Every Saturday, the Production and Design Editor sends out an email with the week's pitches. This includes the prompts, as well as prices listed per illustration. All you have to do is sign up before everyone else, and the illustration is yours! If you find you're too busy to participate one week, it's not mandatory for you to sign-up.

It is overall self-driven. You have the freedom to choose when and how much you contribute.

Peak week in a glance

We are a weekly publication, which means that every week there will be new requests sent out! Usually, a typical week goes something like this:

Sun	Mon	Tues	Wed	Thur	Fri	Sat
						Illustration pitches sent out @ 5 p.m.
		Illustrations due @ midnight		Revisions (if requested) are due @ midnight	PRODUCTION DAY (all day) PITCH MEETINGS	

Production Day: Design and layouts are done every Friday. This is why we need your lovely illustrations finalized and ready before Thursday!

Pitch Meetings: Editors meet to discuss articles for the incoming week. Ideas for illustrations may come up, contributors who attend can grab the pitches right then and there! Meeting times are decided every semester. Email to find out how you can participate!

Signing Up + Submission Guidelines

1

Sign up with your name and email

(ie. Alex Hamilton <a.ham@gmail.com>)

2

Do not overwrite another artist's sign-up

Sign-ups are monitored and you will be removed if you do so.

3

One sign-up per week

If an illustration is unclaimed for a couple of days and you would like to illustrate more, please email to claim a second pitch.

Do not just sign up yourself, as we may have already cancelled the illustration.

4

Name your files “yourName-TitleOfPiece”

(ie. AlexHamilton-TheReynoldsPamphlet)

5

Submit on time

Late submissions will garner a warning. If the issue is persistent, you will be removed as a contributor.

6

Notify us if you cannot finish on time

We will arrange for more time, or find a replacement.

Please do NOT just delete your name off of the spreadsheet, as we may not see this!

Style Guidelines + Requirements

1

Done in full colour!

2

No signatures or watermarks

We will provide the proper attribution in our own citation format.

3

Digital art is preferred

Please save your file as a PNG with a transparent background. Treat it like you're making a sticker.

4

Full images, no unfinished edges!

- don't cut off your work
- no lines touch the edge of the file



no PNG backgrounds



unfinished edges



Style Guidelines + Requirements (con't)

4

If traditional art, provide a clear scan with clean linework.

If taking a photo, treat the image.

Just make sure it looks presentable.

No erase marks, no pencil shavings, the paper is white etc.

Example

Photo taken with DSLR, then treated in Photoshop.

Image is not cut off and can stand alone in layout without feeling incomplete.

Original image (left)

Treated image (right)



How change requests are handled

Illustrations are due on Tuesday, which means there are TWO more days before production day to make changes to illustrations.

In that time, the editors will review submitted illustrations to make sure that the article is being represented accurately. Changes will usually be small things, such as altering the colour of a person's skin/clothes, changing the gender, re-exporting with a larger file size, and so on.

VERY rarely would we ask for large changes to be made (i.e. redrawing large portions of the image). That would just be uncool and unfair to you as a contributor.

The only times when **LARGE** changes might be requested is:

If plagiarism is detected.

If the illustration quality/fidelity is much less than the pay range for which it was quoted.

If the illustration is fundamentally different than what the article is trying to convey, or contradicts specific points in said article.

If elements in the illustration jeopardize the integrity of the article and/or our publication.

How to GET PAID

You will always, always, always be paid for your work! Even if we end up cutting the article, you will still be paid for your illustration.

**Payment happens at the end of the semester.
After week 13, you will need to provide:**

1. an invoice (template provided), which includes
 - your name with an unique invoice number (e.g. **LASTNAME-001**) for archival purposes
 - Title or headline of the piece you illustrated for
 - Date or week it was published
 - If it was published in either web only or in print
 - How much the piece is worth
2. proof of enrollment at SFU

The pay breakdown (will be specified in the sign-up sheets)

- | | |
|---------|--|
| \$5-10 | Mini Illustrations
simpler pitches with less detail |
| \$15-20 | Regular Illustration
illustration, graphic, or single-panel comic generally defined as taking around an hour to produce |
| \$25+ | Feature Illustrations
usually paired with featured articles. includes more detail and more complicated levels of rendering |
| \$50 | Cover Illustration
any image appearing as the primary graphic on the print edition's cover, paid instead of the above rates |

How to GET PAID (con't)

The only times you will NOT be paid for your work is:

If plagiarism is detected.

We have zero tolerance towards plagiarism. If we catch you doing this you will receive a warning. Anything after that will result in immediate removal from *The Peak's* illustration roster.

If you are not currently an SFU student (unfortunately, we cannot pay alumnis).

If there is a missing submission and we receive no heads-up.

Usually, I will give you the benefit of the doubt and try to contact you on Wednesday morning. If we receive no response or illustration by production day, you will receive an email notifying you of the illustration's cancellation. Anything submitted after this point will not be used by *The Peak* and will not be paid for.

If a contributor breaks the rules and guidelines listed in this document

(e.g. one contributor claims multiple pitches without permission from the Production Editor, in which case we will only use and pay for one illustration even if multiple have been submitted)

In all cases above, you will be contacted via email during the week of said case, so there should be no surprises when it comes to filling out your invoices.

Contributor Appreciation Events

In addition to interacting with us through email and at our pitch meetings, we hold events that our contributors can participate in.

General Events

From GMs to karaoke nights to Netflix viewing parties, we host events every semester. Keep up to date on our social media for these event dates!

Peakies

This is our contributor appreciation night, which happens at the end of every semester. Outstanding contributors are selected for prizes and giftcards. Regardless of if you are selected for a Peakie, everyone is treated to free food and appies. This event is usually held at a restaurant either on campus (such as in Club Ilia), or off campus by reservation.

The background is a solid pink color with white line art illustrations of people in various dynamic poses, suggesting movement and activity. The text is centered in the upper half of the image.

That's all folks!

If you're interested in joining our team, contact
production@the-peak.ca with a few samples of your
work, and we'll go from there!