



# THE **REPORT**

## **SSAA** Queensland



# CONTRIBUTOR'S GUIDE



# Become a Contributor

*If you would like to be a part of SSAA Queensland's The Report magazine, we'd love to hear from you.*



Approach SSAA Queensland with content ideas and for story approval. Include a sample of your writing to increase your chances of getting published.

Email Co-Managing Editor Jennifer Martens on [jmartens@ssaaqld.org.au](mailto:jmartens@ssaaqld.org.au)

## **If your story idea is accepted:**

- Fill out a Statement by Supplier and Copyright forms (at the end of this document; note: most writers tick the second to last box that states they are writing as a hobby).
- Supply banking details for payment to [jmartens@ssaaqld.org.au](mailto:jmartens@ssaaqld.org.au)





# Articles

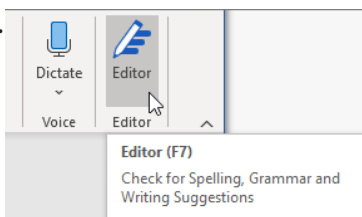
When a story idea has been approved, please keep text to a maximum of 1500 words. Any longer text requires permission from the Editor. Don't forget that short, to-the-point stories of 500 to 800 words are often more likely to get published.

As a guide, 600 words with two images usually will fill one page.

Also, we work six weeks in advance (eg, October's issue gets planned mid August).

## In your stories, remember:

- A one-shot kill is always the goal. Avoid writing about subsequent shots.
- Ensure you know the firearms laws in your state, e.g., what age a junior can start shooting or owning a firearm, where to hunt, etc.
- Check your work. A good tip is to use the Editor tool in Microsoft Word.



## Categories you can write about:

- Ammunition
- Bow hunting
- Camping
- Camp cooking/game recipes
- Competitions/Disciplines
- Conservation
- Environmental issues
- Firearms (handguns, rifle, shotgun, collecting/antiques)
- Hunting
- Optics
- Pest control
- Products
- Things happening at your local club

## Need some inspiration?

- New disciplines you've tried.
- Old firearms and equipment you've dug up from a bygone era.
- Funny stories from the field or range.
- Some new techniques you're trying to use in your shooting.
- Things you've noticed in the bush - more/less native wildlife, interesting animal tracks, unique trail cam footage.

The list goes on and on.

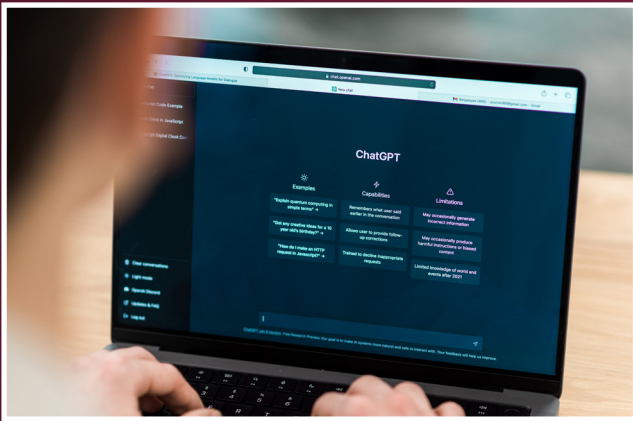
**Make sure you run your ideas by:**  
**[jmartens@ssaqlld.org.au](mailto:jmartens@ssaqlld.org.au)**

# Writing Style

- Avoid writing in the first person i.e., “I reviewed the rifle and ammunition...” Rather, consider: “The Report was given the opportunity to review...”
- Write cartridges as .22, .223, .30-06 not 30/06.
- When mentioning SSAA, specify SSAA Queensland or SSAA Inc.
- Capitalise Queensland Government and Australian Federal Government but not the generic terms federal or state government.
- Do not overdo capitalisation. Capitalise proper nouns, names, titles, time periods, events, etc. Animals such as sambar deer are not capitalised.
- Consider including ‘breakout’ text. i.e., shorter sections of text that are additional to the main body.



## Use of Artificial Intelligence



We discourage the use of AI and Large Language Models such as ChatGPT, Gemini and Claude, etc. We want to hear your voice in your writing as well as your own honest perspectives. Something written uniquely by you is always better than something generic written by AI. It is also very obvious when AI has been used, so please avoid this or ensure a story at least has your tone to it.

## Formatting

- You do not need to use fancy formatting in your submissions.
- Please use plain text.
- Use Calibri, Arial or similar and 12-point font size.
- Single space between sentences.
- No space between paragraphs.
- Use italics sparingly.
- Bold headings and sub-headings only.
- Do not include images in Word documents.



# Images

Images need to be accompanied with captions – and clearly labelled. Do not paste them in a Word document. Name the images to correspond with the captions in your Word document.

- Photographs with firearms must be taken at a 90-degree angle. Your photo will not be used if it looks to have been taken in front of the firearm or in an unsafe position.
- Do not submit more than 10 photographs.
- Do not submit photos of you sitting on your targeted game.
- Be creative with your images. If you are using a mobile phone for images, consider Googling tips on how to get the

best images, taking into consideration lighting, composition, focus, exposure, modes, cropping and filters.

- When photographing people who are shooting/posing with a firearm, ear and eye protection is requested.
- Photographs of people under 18 must have written consent by a parent/carer. (See subsequent Consent form.)
- It is the photographer's responsibility to ensure all subjects are aware that the photograph will be published to the public and have given consent.





# Reviews

Any product review needs to be approved by SSAA Queensland prior to acceptance of a product. Reviewers of firearms must have the appropriate licences and must obey all laws and legislations. Review products are the responsibility of the reviewer. Please include where to purchase the reviewed product and the Australian price.

## Products for review include:

- Binoculars/Optics
- Firearms and accessories
- Sporting goods
- Camping equipment
- Outdoor gear.



## Payments

- Payment will be negotiated according to a writer's experience/quality.
- Images will be paid \$30/image.
- Payment will be made when the text is published, not when it is submitted. Payment will be for the first use of a story. Subsequent use, such as on our website, e-newsletter, etc, will not be paid.
- Send banking details to [jmartens@ssaaqld.org.au](mailto:jmartens@ssaaqld.org.au)
- The Statement by Supplier and Copyright forms must be signed before payment is made.

## Contact

**SSAA Queensland  
contributor contacts:**

**[jmartens@ssaaqld.org.au](mailto:jmartens@ssaaqld.org.au)  
or 0408 842 182.**





# SSAA QUEENSLAND

## Permission for Perpetual Copyright

I \_\_\_\_\_, hereby grant SSAA Queensland (SSAA (Qld.) Inc.) copyright of any and all articles, photography or artwork that I have supplied to the Association for its media and marketing purposes. Should I wish to publish my contributions myself, I should seek written permission from SSAA Queensland.

I acknowledge my material may be used digitally, i.e. for an enewsletter or website or for a printed publication such as a brochure or magazine. It may be edited and altered without my permission.

Manuscripts, photographs and other forms of contributions that I have initially been paid for may be reused or repurposed without additional payment. Initial payment amount, if any, should be agreed prior to use by the Association.

I declare that the contributions are my own, other than where I may have clearly quoted existing works, and I have permission to offer them for use to SSAA Queensland. In addition, I have sought permission to photograph any subjects visible. I have abided by all laws and regulations in attaining supplied photographs.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## PHOTOGRAPHY AND TALENT CONSENT – Under 18s

1. I \_\_\_\_\_ DECLARE that I am the parent/legal guardian of the child/ children depicted in the images and recordings and have the authority to consent to the use of their image.
2. I AGREE to SSAA (Qld.), its employees, agents or contractors:
  - a. posting/using photographic images or recordings, whether sound, digital or otherwise (images and recordings)
  - b. using, publishing or reproducing the images and recordings in any form (in whole or in part) and by multi-media, for public relations, promotions, commercial and advertising purposes (promotional materials)
  - c. retaining or storing the images and recordings (including those incorporated into promotional materials) in hard copy or digitally
  - d. agree that the rights granted to SSAA (Qld.) under Clause 1 are perpetual and that I will not receive any payment royalty or other consideration (whether monetary or otherwise) from SSAA (Qld.) in connection with making use or storage of the images and recordings.
  - e. agree to SSAA (Qld.) collecting, storing handling accessing, managing or transferring details and images in connection with the images and recordings or the promotional material
  - f. agree SSAA (Qld.) is the owner of the copyright of the posted images and recordings and the physical images and recordings
  - g. acknowledge and agree that any promotional materials expressly or by implication are, at the date of publications, made in good faith and are not intended to defame, or offend, or bring me into disrepute and to the best of SSAA (Qld.) knowledge and true and correct
  - h. acknowledge my or my child's personal details will not be disclosed in any publication or recordings and that, as a minor, only a first name will be used (no surname)
  - i. acknowledge I am consenting to the use of the images and recordings of my own free will, on the full understanding and comprehension of these terms





# SSAA QUEENSLAND

- j. acknowledge should I wish to revoke my consent for the use of the images and recordings, I am required to contact SSAA (Qld.) via email address [news@ssaaqld.org.au](mailto:news@ssaaqld.org.au) to request the removal
- k. examples of where photographs/recordings could include but is not limited to websites, e-newsletters, printed publications such as magazines, brochures.

**Child's name:** \_\_\_\_\_

**Guardian/parent name:** \_\_\_\_\_

**Guardian/parent signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_



## Statement by a supplier

- you are an individual or a business
- you have supplied goods or services to another enterprise (the payer), and
- you are not required to quote an Australia business number (ABN).

- Print clearly in BLOCK LETTERS using a black pen only.
- Use BLOCK LETTERS and print one character in each box.
- Place **X** in all applicable boxes.

➤ Payers can check ABN records of suppliers by visiting **abr.business.gov.au** or phoning **13 72 26** 24 hours a day, 7 days a week.

Section A: **Supplier details**[illegible][illegible][illegible]

- ☐ The payer is not making the payment in the course of carrying on an enterprise in Australia.
- ☐ The supplier is an individual aged under 18 years and the payment does not exceed \$350 a week.
- ☐ The payment does not exceed \$75, excluding any goods and services tax (GST).
- ☐ The supply that the payment relates to is wholly input taxed.
- ☐ The supply is made by an individual or partnership without a reasonable expectation of profit or gain.
- ☐ The supplier is not entitled to an ABN as they are not carrying on an enterprise in Australia.
- ☐ The whole of the payment is exempt income for the supplier.

☐ wholly of a private or domestic nature (from the supplier's perspective).

Section B: **Declaration**

Under pay as you go (PAYG) legislation and guidelines administered by us, the named supplier is not quoting an ABN for the current and future supply of goods or services for the reason or reasons indicated.

[illegible][illegible][illegible]

Day                      Month                      Year

/   /

**! Penalties apply for deliberately making a false or misleading statement.**

Give the completed statement to any payer that you are supplying goods or services to. The payer must keep this document with other records relating to the supply for five years.