

Like with any submission process, recommended guidelines are needed to establish a uniform format and encourage would be authors to direct their efforts in directions desired by the editor(s) to provide a submission in line with the intent of the parent publication or expectations of the target audience. In that vein these guidelines have been created to provide members of the Knights of the Crusade™ (hereafter referred to as KotC) with a framework to work from when developing adventures, articles for Domesday, Non-Player Characters, Magic Items, Spells, Creatures, Player Races, Character Classes, and so forth. If a planned submission does not seem to be covered by these guidelines then directions for how to contact the appropriate KotC Officer or Staff member will be covered.

At this time, KotC is unable to provide any sort of payment for submissions. Authors retain copyright of any materials not falling under copyrights and trademarks owned by the publishers of the gaming system used by their adventure, contributing art, etc. (This statement is not to be construed as permission of use by these other companies or as KotC having control or legal say in how their product is used but only that KotC does not retain copyright of any material submitted by the submitting authors/artists.)

Authors submitting work will need to provide proof of permission to utilize any artwork or written material not covered by public domain that may be included with their original material. Failure to do so can, and likely will, result in the submission being rejected for inclusion in the KotC and Society Libraries to avoid any potential copyright violation issues. (This does not mean the work was bad just that we do not want to risk anyone getting sued because none of us are lawyers able to nitpick at legal details.)

Authors submitting material acknowledge and agree to the submitted material being posted and made publicly available to members of the Castles and Crusades Society™ and the Knights of the Crusade™ for free download without monetary recompense. Authors will be credited for their work and the submittal will be counted towards the membership requirements of the KotC as stated in their bylaws.

Submittal Requirements:

1. Cover letter
2. Type
3. Format
4. Maps/Artwork
5. Send To
6. Revisions/Rejection
7. Contacts
8. Writing Tips

1.0 – Cover Letter

A cover letter will be required to accompany each submission to KotC.

- a. This letter should be in 11pt Calibri Font, left registered with the date in the upper right corner of the page.
- b. The cover letter must include the author's name, name of contributing artist(s) if any, author's mailing address, and email address in the upper left corner. A brief bio is optional though if included should not be more than 500 words long.
- c. Below the author's information provide the title of the submission followed by the intended number and level of players (as applicable) and a two or three paragraph overview of the submission contents. This should be suitable for posting since it will be used once the submittal has been approved and put into the library.
- d. In the bottom left corner should be an approximate word count total for the submission noted as follows;
Word Count: #####
Do not include the cover letter in the word count.

2.0 – Type

Submissions should fall into one of the following types of documents to be acceptable for submission to the KotC. If your planned submission does not fall into one of these types but you feel it will still be of interest to the Castles & Crusades™ gaming community please see directions in Section 7 to send a letter of inquiry with information as noted for the Cover letter in Section 1.0.

Submissions are not limited to being used only with Castles & Crusades or Troll Lord Games products and publications. Material for use with other gaming systems may be considered with the appropriate permissions and documentation required to satisfy copyright laws.

Submissions may be either;

- a. Adventure
- b. Monster (single or collection)
- c. Spell (single or collection)
- d. Player Race
- e. Character Class
- f. Magic Item (or collection)
- g. Non-Player Character(s)
- h. Short Story
- i. Encounter
- j. Domesday Article
- k. Feature Location Map (ie. A pub or Wilderness Shrine, etc.)

3.0 – Format

In general, all submittals shall be typed using 11pt Calibri font. Titles shall be Upper Case, bold, underlined. (ie. **THE RUINS OF AGRAMMON**)

Chapter/Section Titles shall be Bold. (ie. **Background**) Italics should be used sparingly. Page numbers should be used on each page in the footer, center registered. Use single line spacing with 0.5” top and bottom margins and 1.0” side margins. Do not use column format on the page.

Do not use spell check sparingly and review all grammar at least twice before giving it to someone else to proof read for you at least once. Submissions for other than short stories and Domesday articles should be presented as world generic as possible to minimize the work potential users have to do in adapting them to their own campaign world.

- a. Monsters, Spells, Races, Character Class, and Magic Items shall follow the same layout format, wording/headers as used by the publisher of the game source material. Thus if submitting a monster the submission should look like an entry out of TLG’s Monster & Treasure book or as close to it as reasonable dependent upon the creature proposed.
- b. Non-Player Characters should be done using the C&C Character sheet located in the Society Downloads. Please avoid including character backgrounds and histories beyond what can fit on the character sheet. While these can be enjoyable in their own right, understand that they may not fit with every campaign as written and some people may pass them up due to that.
- c. Adventures and Encounters should contain Title, author name as they wish it to appear, designate the number of player characters and the levels of such that it is intended for, and identify the game system to be used in the upper third of the first page. A brief overview of the adventure followed by notes to the Game Master should follow and precede the details of the adventure or encounter.

Player information may be boxed text or highlighted in pale yellow or pale blue(see example 1 below). Avoid italics. Stat blocks for monsters shall be kept basic (see example 2 below). At the end of the adventure provide a paragraph or two to wrap the events of the adventure up. Addendums with new monsters, details on magic items, reference lists, hand-outs are to follow. Maps for the dungeon and artwork are to be included last or separately with locations for placement referenced by {image # here} in the body of text.

- d. Featured Location Maps will be sized for one letter sized page with north being to the top or left edge of the page, or that general direction if not drawn in cardinal orientation. Descriptive text may be at the bottom of the page or in a right edge column or as a single separate page. Descriptive text should follow the format for Adventures and Encounters as a general rule of thumb.
- e. Short Stories and Domesday Articles will have title and author at the top of the page followed by the body. Articles should be no longer than 5 typed pages without prior approval (see 7.0 – Contacts). Short stories may be up to 10 typed pages without prior

approval, as noted above. Use proper paragraphing. Submittals made as a wall of text will be kicked back without even attempting to read through the wall. Footnotes and references may be included at the end of the article or story and do not count towards the page restriction total.

- f. All text files should be TXT, ODT, or DOC format files. PDF is okay though if any editing is needed you may be requested to provide a copy of the file in one of the formats mentioned prior.
- g. Unfortunately excel files do not seem to function on some computers or devices so we will not be able to accept spreadsheet or similar type applications (unless they are coded to be able to work on any device). Please convert to individual tables with instructions for use within a word document.

4.0 – Maps and Artwork

If your submission, whatever it is, needs artwork, diagrams, maps, or photographs of any sort it is up to the author to provide them. Being unable to redraw or edit such graphics, it is up to the author/artist to ensure that submittals are of sufficient quality for use and that they have permission for use of the graphic(s) by the creator if not themselves or the graphic does not fall under public domain.

If the graphic(s) are not of sufficient quality to use it may lead to the submittal being rejected or, at the very least, a request for the graphic(s) in question to be improved or redone. In the case of maps, any key numbers and text should be clearly legible either in color or black and white. If the map cannot be read then it will likely be returned for correction or rejected. Maps should use hex grids for outdoors, square grid for indoors, or have a scale bar sufficiently sized for use near the title or north arrow on the map.

All graphics should be in jpg format with a file size of 5 MB or less.

5.0 – Send To

All submittals are to be electronic format with the subject line reading;

KotC Submittal- <type>/<title>/<author's name>

You can submit your content to the Knights of the Crusade at:

<http://www.knightsofthecrusade.com/submit-content>

Email the submittal to: masterofnotes@knightsofthecrusade.com

Do not forget to include a cover letter (refer to Section 1.0 above)

6.0 – Revisions/Rejection

Should the submittal be of sufficient interest or need minor to moderate revisions related to grammar, spelling, format, and the like, it will be returned with all revision comments in red ink and possible comments in the margins relating to recommended restructuring of sentences or, if necessary, suggestions for tweaking the plot and/or individual encounters. There may also be questions by the editor if plot holes are found that could impact the play of the adventure or story. In theory, this should happen within a three week window. If a revised submittal is not received by KotC within 4 weeks after being returned to the author for revision we will consider the submission withdrawn and remove it from the que. This does not preclude the author resubmitting it at a later date but that it has lost its place in line for posting or inclusion in the next edition of Domesday.

Should a submittal be deemed inappropriate, not in compliance with the submittal requirements as outlined above, or not of sufficient quality/playability then a letter of rejection will be returned to the author with a short description of its short comings as they pertain to the submittal guidelines and expected standard. If the submission is seen as having potential if sufficiently reworked, the rejection letter may include a short list of recommendations and possible KotC members to work with as mentors to help you develop your idea to its fullest.

Remember, revisions and rejections are part of an author's life with any publication or fansite having a review process. It is not a personal strike against you as an author but a reminder that you need to work a bit harder to reach the benchmark that has been established. A famous author once said "failure is nothing more than an opportunity for additional growth." Everyone who has taken up the pen has been there at one time and it is never personal.

7.0 – Contacts

As mentioned above in Section 2.0 - Types, if you feel that your submission does not really fall within the categories identified but might still be of interest to the KotC please send a Letter of Inquiry using the format for Cover Letters (refer to Section 1.0) to the following email address;

masterofnotes@knightsofthecrusade.com

Please entitle your subject line as follows;

KotC Submission Inquiry - <name>/<title of intended submission>

If you do not feel comfortable making an inquiry and would rather have an informal opinion or simply a backboard to bounce your idea off of you may contact the following KotC member(s);

Go0gleplex - Jhereg32@yahoo.com

8.0 – Writing Tips

Presentation: No one expects a profession looking product but the contents should be lain out in an organized and logical manner. The easier you make it to follow by the average person the more enthusiasm your readers will have for it and future works you may produce.

Absolutes: These should be avoided like plague. Pay attention to your phrasing of ideas you are trying to convey and avoid dictating to the reader how they should feel. Few things can kill a reader's interest faster.

Focus: Avoid writing that meanders or that is too broad in scope. Focus on the subject at hand or if the subject itself is broad by definition, identify no more than a handful of key points and set your focus on them. Submissions that wander or try to address everything while addressing nothing substantively are certain paths towards rejection.

Length: Write no more than necessary to cover your topic. Long submissions can lose reader interest unless they are interactive with their audience, such as adventures or encounters. The other issue related to length is that many publications have only so much page space available. If you are writing for Domesday then this is something to keep in mind. Maximum submission lengths were given above for some submission types, so keep those in mind.

Subject: Be both familiar with what you are writing about and keep in mind the focus of the publication you are submitting to. Writing an article on hotrods you are familiar with will be meaningless and certain failure if you are writing it for submittal to a gaming site. Keep in mind the type of games supported at the site or by the publication and write accordingly.

Plagiarism: While imitation is the sincerest form of flattery, in writing it is out and out unethical and illegal. Do. Not. Do. It. Not only is plagiarism a violation of copyright is a sure fire way to have your submission rejected with extreme prejudice. The work submitted should be your own and in your own words. Not copies of other works, reiterations of others work, and so forth. The first time you are caught plagiarizing we will issue a warning. A second time and you will be banned from making future submissions and possibly stricken from the ranks of the Knights to merely a commoner among the Society.

Entertaining: Adventures and such especially should be fun and entertaining to those playing them. Not to say that stories and articles should not also be entertaining but it is not as key of a component as it is for submissions that are directly playable.

Follow the Guidelines: Read through the guidelines that your submission will be held against and follow them as closely as possible. If questions arise, use the contacts to get help or advice. References to real world companies, specific people, and organizations must be avoided. Libel suits are not funny or entertaining. If you wish to refer to such entities, do so changing their names and likenesses enough that no direct comparison can be made or refer to them with generalized titles.

Polish: Play test adventures to find flaws. Proof your work and have others proof it after you. The more of your own editing and polishing you can do improves the odds of acceptance geometrically. Refer to examples of published works featuring the game system you are basing your submission on to see how the format and structure of the writing and layout flows.

Tropes: Avoid clichés, over used plots, overly simplistic plots, railroad adventures, over use of homemade creatures, items, and spells (generally only a couple monsters and items are recommended). Do not create situations that limit the PCs options or responses, create multiple ways to beat the adventure/villain/accomplish the goal, and strive for balance. Too much of grim-dark is just as bad and not enough grim-dark or humor. Do not hide key points from the CK or editors in your writing. That is why you have player information boxes to separate such information out.

The more involved the players are and the more choices that are available to them in an adventure or encounter, the better overall. This applies to other submission types as well to a lesser extent. A good article on plot building/adventure design refers to the 5x5 method. If you feel stuck or your idea only centers on one villain or plot line, I recommend reading these two articles to help expand the potential of your idea.

Above all;

Don't give up or get discouraged. If it seems hopeless or you get stuck along the way, get up. Take a walk or go do something else for an hour or two. Use the contacts, chat, or forums to bounce ideas off of people. Sometimes all it takes is a different perspective to reveal the correct path. I do my best work interactively because people will ask questions that I do not think to ask myself about the plot or mechanics involved. Your fellow KotC members are resources. Use them! And have fun.

Good Luck!

EXAMPLE 1 from Section 3(c):**SHRINE TO SAINT ISABELLA THE CALM**

Isabella the Calm was a cleric known to be kind and serene to all who came to her for help, no matter the circumstances. Upon her death a tomb befitting her serene nature and peaceful demeanor was built in a quiet corner of the land not too far from civilization as to inconvenience pilgrims but not so close as to be polluted by the chaos of civilization. Unfortunately as time passed, so did the people of the land as borders shrank and redrew themselves over the numerous centuries. Still, to the credit of those stubborn pilgrims, Isabella's tomb was not lost to those whom desired to seek it out. It merely became an oasis of peace within the untamed reaches of the land.

GAME MASTER'S NOTE:

Recently pilgrims that have journeyed to Isabella's Shrine have failed to return, vanishing without a trace or word. The clergy is concerned that something or someone may be responsible and wishes to send someone to investigate.

ENCOUNTER KEY: THE SHRINE**A) Pilgrim's Rest**

A covered stone well with a rope still in serviceable condition attached to a large wooden bucket is located near the edge of a decent sized clearing. A thick hitching post, the cross beam polished smooth by countless ropes, leads, and reigns tied to it, is between the well and an old windowless log cabin with a moss covered shake roof. The door of the cabin is missing allowing a clear view into the dark interior. There is only a dirt floor in the cabin with a central fire pit and smoke hole in the ceiling above it. The fire pit seems to have seen some recent use.

Bones litter the clearing and the interior of the cabin. Mostly animal but several humanoid remains are present as well. The area smells of blood, smoke, and rancid meat.

The cause of the disappearances is the rather disgusting and cruel ogre that has taken up residence in the cabin. He kills those who come, stripping them of valuables, then tossing their bodies, or what is left if he decides to snack on them, into the woods to bait in scavengers which he kills and eats.

There is a 40% chance during the day that the ogre will be out hunting instead of in the cabin. If absent, he will return within 6d6 turns after the PCs have arrived in the clearing. The ogre will

EXAMPLE 2 from Section 3(c):

Volt (3); Size: S; HD: 2(d8); Move: 20' fly; AC:17; Attacks: Bite (1d4), tail whip (2d6-electrical); Special: Electrical discharge; Saves: P; Int: Animal; Align: N; Type: Magical Beast; XP: 30+2 (HP: 14/9/11)

Further explanations of items in the sections above can be obtained by contacting GoOgleplex (email address provided previously above.)