

## **Submission Guidelines**

### **Island Writers' Network 20<sup>th</sup> Anniversary Anthology**

**Until you are assigned an editor, please email questions to James Mallory. Once your work is accepted and assigned an editor, you will work directly with that person.**

#### **Editorial Board:**

##### **Editors:**

- James Mallory: [jagutus@gmail.com](mailto:jagutus@gmail.com)
- Robin Liebenberg: [elizabethrobin.writer@gmail.com](mailto:elizabethrobin.writer@gmail.com)
- Sansing McPherson: [sansinghhi@gmail.com](mailto:sansinghhi@gmail.com)
- Bill Newby: [billnewby517@gmail.com](mailto:billnewby517@gmail.com)
- Susan Riley: [sdiamondriley@gmail.com](mailto:sdiamondriley@gmail.com)

**Manuscript Manager:** Marijanet Doonan

##### **Copy Editors:**

- Lori Jenkins
- TBD

##### **Proof Readers:**

- Norma VanAmberg
- TBD

**Mission:** The purpose of publishing this anthology is for each contributor to go through the full writing/publishing experience, from getting the germ of the idea, writing, editing and revising, all the way to marketing and selling. Being able to work with an editor's suggestions is a realistic part of the writing process. You want your piece to be the best that it can be. IWN wants the anthology to be a high quality product we can be proud to publish.

**Print these guidelines and refer to them as you prepare your submissions.**

**Content Appropriateness:** This anthology is intended for the general public. Please keep content PG-13. Before you submit, check our past anthologies for guidance.

**Theme:** Our theme is open. Inclusion in the anthology will be based solely on writing excellence, but we encourage a Lowcountry connection and reflection of our local diversity.

##### **Submission deadline:**

- Rolling submissions up to **Monday, April 1, 2019**. You may submit as soon as you have polished and proofed each piece.
- **Anticipated publication date: Oct. 31, 2019.**
- Any submissions not following the length guidelines shown below will be returned to the writer, who may revise them and resubmit, if s/he so chooses, within 3 weeks of returned manuscript, but by April 1 deadline.
- Submissions are welcome from all dues-paid IWN members. Dues are \$20, check payable to IWN, and sent to Treasurer Greg Smorol, 76 Cypress Marsh Dr., HHI, SC 29926, before submission.

### **Writing Standards and Conventions:**

1. Editors will use *Chicago Manual of Style* (CMS), 15<sup>th</sup> edition, for uniformity issues.
2. Self-edit for spelling, grammar, and typos. It is also good to have a second person read your manuscript before it is submitted.

### **Submissions:**

**Length and Formatting – All manuscripts will be submitted electronically, as attachments to an email. Editors will standardize formatting, but submissions must follow certain guidelines, depending on the genre.**

#### **1. Prose – You may submit up to 2 prose pieces**

- 1.1. Length: A maximum of 2,500 words each
- 1.2. Font: Times New Roman, type size 12
- 1.3. Margins – 1 inch on all 4 sides
- 1.4. Center manuscript title on page, normal font and size, one line drop after it. **Do NOT put your name on the manuscript pages.**
- 1.5. Double space
- 1.6. **Indent each paragraph ½ inch** using header tabs for automatic indent, or use the **tab key**. (Never use the space bar to indent.)
- 1.7. Avoid hard returns (hitting ENTER on a PC, or RETURN on a Mac) except at the end of paragraphs. The word processor will automatically wrap your text to the next line.
- 1.8. **No line drop between paragraphs.**
- 1.9. **File Preparation:**
  - Each **prose submission** should be in a **separate file** (Word format as **.doc** or **.docx**).
  - **Name each file** with your last name and the title of the submission or key words of the title. For example, for a story titled, “**Over the Hills and Through the Woods,**” use a shorter filename like **Mallory-Over-the-Hills.docx**.

#### **2. Poetry – You may submit up to 5 poems**

- 2.1. Length: no restriction per poem
- 2.2. Font: Times New Roman size 12. Consult editor if you have a special font request.
- 2.3. Margins – 1 inch on all 4 sides
- 2.4. Center manuscript title on page, normal font and size, one line drop after it. **Do NOT put your name on the manuscript pages.**
- 2.5. **Layout:** Line spacing and indentations should be exactly as you wish each poem to appear on a page in final print.
- 2.6. **File Preparation:**
  - **All poetry submissions** should be gathered into a **single file** (Word format as **.doc** or **.docx**).
  - **The filename** should **include your last name and match the title of the first poem** in the manuscript. Place a **page break** between each poem.

### 3. Micro-Literature

**3.1.** Writers of micro-literature (brief poems or vignettes) may submit a pre-organized grouping on the same theme as a single piece, arranged as the author prefers, and gathered under an overarching title. Feel free to confer with an editor as needed.

#### 3.2. File Preparation

- **Micro-literature collections** (prose or poetry) should be arranged in sequence within a **single file** (Word format as **.doc** or **.docx**).
- **The filename should match the overarching title** for the collection. Place **five blank lines** between each item in the collection.
- **Do NOT put your name** on the manuscript pages. Editors will blind edit.

**4. Art or Photographs** that complement your pieces should be submitted as black-and-white photos – .jpg file, 300 dpi or better. Convert color photos to black and white first to see if they maintain clarity and contrast. We encourage you to suggest photos that might accompany your work. We will work with local camera clubs to illustrate the anthology.

### Submission Process

- 1. You may submit up to 2 prose pieces and 5 poems.**
- 2. Do not submit work previously published in printed form on a blog or a webpage. You must own the exclusive copyrights to anything submitted.**
- 3. By submitting your work, you agree to grant IWN first North American serial rights at no cost. All other rights revert to the author at publication, but we ask that whenever an author reprints work that first appeared in the anthology, Island Writers' Network and/or the anthology be given acknowledgement for the specific work(s) involved.**
- 4. Submit manuscripts as attachments to an email**
  - 4.1. Your submission email must include:**
    - **your name**
    - **phone number**
    - **email address**
    - **titles** of all attached submissions, and, parenthetically, the **genre of each submission** (e.g., poem, poetry collection, short story, vignette collection, non-fiction).
    - **Word count for each prose, short story or nonfiction story.**
    - **2-4 suggestions for photographs or artwork that might complement your submission(s).**
  - 4.2. Send the email with attachment(s) to [IslandWritersNetwork@gmail.com](mailto:IslandWritersNetwork@gmail.com)**
  - 4.3. You may send all your submissions under one email, or in several batches as they become available.**
  - 4.4. Receipt of your submission will be acknowledged within 24 hours.**
  - 4.5. The Editorial Board will review all submissions and select content for the anthology. The Editorial Board's decision is final.**

\*\*\*\*\* END OF GUIDELINES\*\*\*\*\*