

# PROSE:

## Typing:

- Read the entire original piece before you start typing.
- Use Times New Roman, 12 point font, single-spaced, left-justified.
- Check the submission form for the title (Q. 1) and the name the author wishes to appear in the anthology (Q. 2). Check Q. 3 to see if they wish to include the workshop name and include it if this box is marked 'yes' or blank.
- Type the document as it is written but within the format/structure below. (We format poetry differently.)
- Do not indent first line of first paragraph. Indent all subsequent paragraphs with one tab, and no spaces between paragraphs.
- Periods should be followed by one (not two) spaces before the next sentence.
- Generally speaking, do not correct for grammar and punctuation or make any other style edits. However, you *should* correct for obvious spelling errors and typos, such as:
  - ⇒ Correct commonly misspelled words such as *they're/their/there, it's/its, you're/your*
  - ⇒ Correct obvious typos or inadvertently misused words such as “all intensive (*intents and*) purposes,” “take me for granite (*for granted*),” “Kung Pow (*Pao*) chicken,” “the sing (*sign*) said No Smoking”
  - ⇒ Replace ‘&’ and ‘+’ with the word “and”
  - ⇒ Change numerals one through one hundred to be written out. 101 and higher should be numerals.
- Mark any correction you make in pencil on the original document.
- When you are finished typing, read the piece in its entirety, checking for typos you might have made.

1. Title
2. Author Name
3. Workshop Name
4. One space before body text

Courage  
Benita Alioth  
Legacy Emanuel Burn Concern

When he passed around the duffle bag with miscellaneous items to write about in the writing class, I pulled out a book. *Hmmmmmm*. Imagine that: I pulled out a book called *The Red Badge of Courage*, you know, one of those books that most likely was an assigned English reading book in high school. Dang—wish I would have read it. I can tell you some good times, but I now actually wish I’d have taken the time to read, because I would have been able to use some of those big words, like some of my co-writers, when I write.

As life progresses and I go through my own badge of courage, I can tell you it takes more than a book to stand up and be strong and courageous.

## Emailing typed pieces to us:

1. Save each individual piece of writing as a separate Word (not PDF) document . Do not group all of the pieces submitted by each participant in one document. For example, if a participant has three submissions, you should save three separate documents for that writer.
2. Save each finished piece as the name of the author followed by the name of the piece (i.e. Benita Alioth\_Courage, Benita Alioth\_My Story, Benita Alioth\_Once Upon a Time).
3. Email all submissions as attachment to [book@writearound.org](mailto:book@writearound.org), and we will reply promptly that we have received the submissions.
4. Include in the body of the email any questions or problems you had with the piece (i.e. questions about words, meaning) that we should follow up on.
5. In addition to the electronic submissions, we need the original pieces and the signed submission form for each participate. Coordinate with staff the best way to get those to our office.
6. Thank you!

# POETRY:

## Typing:

- Read the piece before you start typing.
- Use Times New Roman, 12 point font
- Justify according to the original poem (centered, left, combination, etc.)
- Check the submission form for the title (Q. 1) and the name the author wishes to appear in the anthology (Q. 2). Check Q. 3 to see if they wish to include the workshop group/location name and only include it if this box is marked 'yes' or left blank.
- Generally speaking, type poetry as is, with respect to line breaks, stanzas, punctuation and spacing. Keep symbols such as &, +, numerals and punctuation. (We format prose differently—see other side.)
- Correct obvious misspellings, such as *they're/there/their, it's/its, your/you're*.
- Be careful that the first letter of a line is capitalized only if this is clearly done in the original.
- When you are finished typing, read the piece in its entirety, checking for typos you might have made.

1. Title
2. Author Name
3. Workshop Name
4. One space before body text

Was This a Dream?  
Baby Tank Hunter  
Timber Lake Job Corps

Was this a dream or is it real?  
Why does she love me  
the height, the weight?  
I hear no regrets of this relationship.  
Is there anyone in this world  
that's happier than me in this  
relationship?  
I am happier than a child loves ice cream.

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