

Writers' Guidelines for *WritersTalk*

Send queries or submissions to newsletter@southbaywriters.com

Submissions must be formatted and edited as though they were being sent to an agent. Give us your polished best work. The Managing Editor makes the final decision on what is published.

Submission Format

- Text or MS Word attachment: Times New Roman 12 font preferred.
- Suggested lengths not absolute: query the editor.
- Original from-the-camera photos preferred. If you do crop for subject, do not reduce the resulting image. Identify all people by name and position.

News Items (400 words) Newsworthy events:

- Meetings of writers' groups, conferences, forums.
- Book announcements and reviews.
- Writing awards and commendations
- Special speakers at scheduled events, such as, "Yan Martel at the Commonwealth Club."

Anything Goes—Almost (300 words)

SBW members may expound on anything. This is *your* space intended for *your* creativity.

Letters to the editor (300 words)

This is the place to be heard—so to speak. Please use common sense; a piece critical of our leaders or speakers must allow for rebuttal.

Literary Pieces

Short fiction (1500 words), memoir (1200 words), poetry (300 words), essay (900 words), and humor or cartoons may be published in *WritersTalk* and we encourage you to submit. Published on a space-available basis.

Announcements and Ads

Anyone may place an announcement or ad in the newsletter, subject to editor's approval. **Announcements** that do not provide economic value to the originator are free.

Advertising is an announcement intended to provide economic benefit to the originator. Cost to Club members is \$7 per column inch; non-members, \$10 per column inch. We will assist with regard to layout.

Editorial Policy

The choice to print or to reject any submission is the prerogative of the Managing Editor. All submissions will be copyedited to present each author in his best light. Any piece requiring more than a copyedit will either be returned for revision or adjusted with the permission of the author.