

# Submission Guidelines

## Poetry Chapbook 2020

**NEW RULE!** → Entry Fee: NONE!!

### Entry Requirements:

- ✦ Membership in the Nebraska Writers Guild is **not** required.
- ✦ All styles and subject matter are accepted (although see “Content” below).
- ✦ All entries must be in English and may not be translations.

### How to Enter:

- ✦ Go to the chapbook page on the NWG website ([www.nebraskawriters.org](http://www.nebraskawriters.org)).
- ✦ Click the link to the entry form.
- ✦ Fill out the form and upload your files.

### Previously Published Work:

We do not accept previously published work. This includes self-publishing and online publishing.

### Simultaneous Submissions:

- ✦ Simultaneous submissions are accepted.
- ✦ Please let us know that an entry has also been submitted elsewhere.
- ✦ If an entry is accepted by another publication, you must withdraw it from the chapbook immediately.

### Entries Defined:

One poem constitutes a single entry. You may submit up to six poems.

### Content:

Mature content and questionable language should be appropriate and not excessive or gratuitous in nature. We are unlikely to accept explicit content.

### Formatting:

While there are no disqualifying formatting rules, please be aware of the following and adjust your entries appropriately.

- ✦ **Acceptable File Formats:** .doc, .docx, .pdf, .pages, .rtf
- ✦ Each poem must be in a separate file.
- ✦ **Copy Formatting:**
  - Lines of poetry longer than 3-1/2" may wrap around to a second line. If you don't want this to happen, control your line lengths before submitting.
  - Use *only one* blank line between stanzas (even if that causes a stanza to break across two pages).

- Do not use “space above” or “space below” to add space between stanzas. Use an extra carriage return (the enter/return key) instead.
- Use *only one space* after periods and colons. (This is publishing industry standard and is a good habit to get into for everything you write for publication.)
- ✦ Titles will be formatted using standard title case unless the author requests otherwise at the time of submission.
- ✦ No illustrations, images, or emoticons please.
- ✦ **Do not include the author’s name in the file.** Each file should feature the title and the poem **only**. *Any entries including the author’s name will be disqualified.*
- ✦ **File Names:**
  - Each file should be *named* with the title of the poem only.
  - *Do not include the author’s name in the file name.*

### **How Poems are Chosen:**

All poems are judged “blind” (anonymously) by our panel of published poets and educators. Each poem is evaluated based on a set of criteria and scored accordingly. Scores from all judges are averaged, and poems meeting a predetermined total score are qualified for publication. We have a limited number of pages to fill, so if too many poems qualify, poems are then selected based on entry date (so enter early!).

### **Proofreading:**

- ✦ Accepted entries will be proofread and suggested changes will be sent to the author. If the author does not respond by the date given, *all suggested changes will be made.*
- ✦ Proofreading references will be the *Chicago Manual of Style*, 17th ed., and the *Merriam-Webster Collegiate Dictionary Online*.
- ✦ While the accepted entries will be proofread, the NWG is not responsible for any errors occurring in the original file that happen to get printed.

### **NOTES:**

- ✦ Entries can only be withdrawn in the case of simultaneous submissions (see above).
- ✦ No revisions will be allowed after an entry is received.

**Submission Dates:** May 4-May 30, 2020

**Anticipated Publication Date:** November 1, 2020

**Questions:** [nwgpoeetrychapbook@gmail.com](mailto:nwgpoeetrychapbook@gmail.com)

*If you have any questions about the guidelines, please ask before you submit!*