

Call for Submissions for New 2017 InScribe Anthology

Email Press@inscribe.org.

Subject line: Christmas Anthology 2017

Eligibility: Open to writers who are current members of InScribe Christian Writers' Fellowship.

Book Specs: This will be a trade paperback book (6" x 9") with roughly 200 pages.

Target Audience: Christians, Churches, Christian schools; suitable for general gift-giving

Theme: Christmas/Advent

Format:

1. Fiction, poetry, non-fiction, drama/plays, devotionals, meditations, recipes, crafts/decorating, black-and-white photographs or artwork
2. Only **unpublished** work (text or illustrations) will be used. That means your work must not have been published anywhere else, including on the Internet.
3. Submissions (excluding images) should be sent as a Word document attachment.

Length:

Maximum word count for written pieces: 2000. There is no minimum length. Illustrations (photos, art) must be submitted in high resolution (300 dpi) jpeg. You may enter up to three written pieces and six pieces of artwork/photos.

Payment:

Each contributor will receive one copy of the book.

Buying Print Copies: Authors have the option of purchasing additional copies of the book at reduced cost for resale or gifts.

Submission Deadline:

January 31, 2017

Additional notes:

1. There is no cost to enter a submission.
2. All submissions will be reviewed and authors will be notified of acceptance.
3. Accepted submissions will be edited.

Style Guidelines

The Christmas anthology will follow a specific style guide to ensure consistency among all submissions. In order to make the copyediting process more efficient, please follow this formatting exactly. Please double-check your work before submitting.

For documents:

Document Name: Save document as your last name, e.g., Meadows.doc

If you're submitting more than one piece, send each as a separate document and save as e.g., Meadows1.doc, Meadows2.doc

Program: Microsoft Office Word document

Font: Times New Roman

Font Size: 12 point

Margins: One-inch margins (top, bottom, left, right)

Page numbering: Insert page number at top right of each page

At top of the first page, list the following:

- a) Title of your submission, e.g. Christmas In Alaska
- b) Genre: e.g. fiction, nonfiction, poetry, etc.
- c) Your name exactly as you want it to appear in the book, e.g., Ruth L. Snyder, Sheila Webster
- d) Word count
- e) Leave four blank lines (hit Enter five times) then start your article/story

Justification: left, unless it is poetry that requires special formatting

Spelling: Canadian

Spacing: Single-spaced

Sentences: Insert one space between sentences, not two spaces.

Paragraphs: Indent the first line of each new paragraph ½ inch using paragraph settings.

Quotation marks: Use double quotation marks. Single quotation marks should only be used to set off a quotation within a quotation.

Punctuation: Place all ending punctuation inside quotation marks.

Names for Bible: Capitalize (e.g., Bible, God's Word, the Scriptures, etc.); biblical is not capitalized.

Names for God: Capitalize alternative names for God: Creator, Father, Lord, etc.

Capitalize deity pronouns referring to God: He, Him, Himself, His, the One, You, etc.

Bible version: All Scripture quotations should be NIV except where noted. Do not put NIV after each quotation. (Inform editors if you have a specific reason why you need to use another version.)

Bible verses: Place all quoted Bible verses inside quotation marks, not in italics.

Books of the Bible: Spell out books of the Bible. Do not use abbreviations. Use digits 1, 2 or 3, not Roman numerals, for multiple books (e.g., 1 John, 2 Chronicles, etc.)

Bible verse references: Put Bible verse reference in parenthesis. Insert final punctuation after parenthesis at end of scripture reference, not within scripture verse.

Titles: Italicize titles of books, publications, magazines, newspapers, movies, plays, television programs, radio programs, music albums, CDs, DVDs.

Capitalize and place the following inside quotation marks: titles of songs, hymns, poems, choruses, articles in publications, and chapters in books.

Thoughts: Italicize a person's thoughts to differentiate them from dialogue. Do not place inside quotation marks.

Abbreviations: No periods in abbreviations with state and provincial names (NY AB ON), acronyms (ICWF), metric and non-metric measurements (cm hr) abbreviations.

Plurals: No apostrophe for plural after abbreviations or numerals.

Dash usage: Use the em dash with no spaces on either side of the dash to set off parenthetical thought, replace commas where more of a pause is desired, or to indicate a speaker has been interrupted. (i.e., Four good friends—though they just met—are working on the anthology. /“I don't want to rewrite—” the author said. “I'm sorry, but you've done it incorrectly,” her editor explained.) In Word, an em dash is formed by typing two hyphens one after the other. When you add a space after the word that follows the dash, it automatically forms an em dash. Do not use hyphen in place of dash.

Serial Commas: Use a comma after each item in the list, including the one before the “and.”

Numbers: Spell out words one through one hundred. Use numerals 101 and above.

Numbers that begin a sentence: Spell out

Time: Use a.m. or p.m.

For artwork:

Scan your artwork in high resolution (300 dpi).

For photographs:

High resolution (min. 300 dpi) black-and-white photographs only.

Highly Recommended Reading

Kathy Ide's Proofreading Secrets of Best-Selling Authors is a wonderful resource that includes input from The Christian Writer's Manual of Style, The Chicago Manual of Style, and The Associated Press Style Book. The author also gives pointers about the unique restrictions of publishing on the Web. It is clear and concise, touching on the rules we, as writers and editors, need at our fingertips.