

Goldfinch Vol. 23 (2020-2021)

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New for Goldfinch Vol. 23:

- Tips & Tricks section of the Guidelines.
- Poetry formatting guideline change.

Guidelines for submission:

- You must be an active member of Women Who Write for the 2020-2021 membership year.
- Word Counts: for both Poetry and Prose—up to 1,800 words per piece.
- Each member can submit up to 2 Poetry and 2 Prose pieces. The number of pieces selected to be published will be limited to 1 Prose piece and 1 Poem per member.
- Works must be creative and can be fiction, creative non-fiction, or a mix of genres. Research and reference pieces cannot be accepted. Political pieces cannot be accepted.
- Works containing quoted/referenced material must include references/bibliography.
- Works containing photos must include photo credits. Photos may be published in black and white. The Editor cannot guarantee photos will be published.
- Do not submit a work that has been published previously.
- All works must be fully edited at the time of submission - changes **cannot** be accepted.
- Each submitting author should submit **one** short biography (submitted as a **separate** Microsoft Word document – **maximum 100 words**). Bios should be written in the third person. If no bio is received or the submitted bio is greater than 100 words, the bio from the WWW directory (if available) will be used (edited for length if necessary). Bios submitted outside of this process cannot be accepted. See **Naming Conventions for Files** section below for guideline on how to name your bio file.

By submitting your work, you acknowledge that it is your own work and it has not been published previously. You acknowledge that your work may be edited and published in Goldfinch Vol. 23 (2020-2021), which may be published online. The Editor will use the *Chicago Manual of Style* as a guideline for edits.

Format:

- Each submission must be electronic and in Microsoft Word format (.doc or .docx).
- Each work must have a title.
- Each work should **not** include headers or footers (including page numbers).
- Each work must be submitted **without** the author's name, initials, or identifying information in the text of the Word document or in the file name. Works are read on a "blind" basis by our designated Readers. [Tips & Tricks #1] See **Naming Conventions for Files** section below for guidelines on how to name your submission and biography files.
- Poetry formatting: Times New Roman font in twelve-point and one-inch margins on all sides. Beyond that, any visual format is acceptable, as poets will sometimes play with word placement.

- Prose formatting: Times New Roman font in twelve-point, double spaced [Tips & Tricks #2], one-inch margins on all sides.
- Prose works submitted in all capital letters cannot be accepted.
- Be sure to spell check your document before submitting.

Naming Conventions for Files:

- Submission file(s) should be named like this (do not include your name in the submission file name): **Title of Your Work - WWW Goldfinch 23 Submission**
- Biography file should be named like this: **Last Name, First Name – WWW Goldfinch 23 Bio**

Schedule:

- Submissions will be accepted beginning Tuesday, November 24, 2020.
- Deadline for submissions will be Wednesday, January 6, 2021.
- Each member will be informed of her work's acceptance or rejection on or before Wednesday, March 10, 2021.
- We are working on the date and details for the Goldfinch Launch Party. Information will be communicated as soon as the event is scheduled.

Tips & Tricks:

1. How to ensure your name, initials, or identifying information are not present in the text of the Word document or in the file name:
 - Check the document's headers and footers. By the way, each work should **not** include headers or footers (including page numbers).
 - Save the document with a new name (See **Naming Conventions for Files** section for guidelines on how to name your submission).
 - Search the document for your name.
 - Check the document's properties (File > Properties > Summary).
2. How to properly double space your prose document:
 - *Don't*: use your keyboard's "return" key at the end of each line.
 - *Do*: format the document to automatically double space your text (Format > Paragraph > Spacing > Line Spacing = Double).
 - *Do*: Use the "return" key to start a new paragraph.
 - *Do*: Alternatively, use Microsoft Word's prebuilt template called "Classic double spaced (blank)." [File > New from Template > search for the word classic > select Classic double spaced (blank).]
3. How to ensure your document reads well and does not contain misspelled words:
 - Have a trusted family member or friend proofread your piece.
 - Turn on Spelling & Grammar Check under the Review tab.
 - Spell check your document!