Submitting to WORN

How to Share Submissions:

Please send any submissions for critique to Kasey Reaves at my work email. I'll try to email them out in plenty of time to read them before the meeting.

[kreaves@cumberlandcountync.gov](mailto:kreaves@cumberlandcountync.gov)

Deadlines:

Please be considerate of our member's reading time, and recognize that members need time to be able to access, read and think about your work. When possible, submit items not later than noon on the announced Submission deadline. (Generally two weeks before the meeting.). Items emailed to me later than that deadline will be critiqued as we have time available. We may hold late submissions to discuss at the next meeting date.

Format and Length:

Ideal submissions follow standard submission guidelines.

* Finished as much as practical, (i.e. do not submit ideas or random bits that you have no plans to use.) Parts of works in progress are acceptable and expected.
* Use Word, Google Docs or another standard application. If using Pages, please save your file in Word or another non iOS format.
* **Double-space, using a 12 point font.**
* Put your name and page numbering in the upper margins.

Please limit submissions to less than 8 pages when possible. While you can submit longer pieces, when we have multiple critiques to cover, we may not have time to discuss the entire work.

Providing and receiving critiques

Writers will find your critiques to be most valuable if you use Comments and Track Changes and comments within the original document. I’m including an attachment that explains how to use those features in Word. Alternatively, you can print and mark up the work in actual ink.

During the meeting, we will usually share screens or use a computer projector so others can see your comments and changes.

Following the meeting, email your critiques directly to the author if the author agrees to share their address, or to me and I will return it to the author.

When receiving critiques, it is generally expected that you **listen without arguing or justifying your work.** You are the author, you are entitled to ignore advice you don’t agree with. Do be aware, however that when multiple people find a problem or suggest a fix or the same issue, likely the problem is not with the readers. Be openminded and respectful at all times, whether providing or receiving criticism.

**Remember these are guidelines not rules. We do try to be newbie friendly. If you need help, just ask!**