



artsCOUNCIL
OF SURREY

Arts Council of Surrey

Spotlight Newsletter – Literary Arts pages

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Writers' Guidelines

Spotlight is published ten times a year to promote arts activities in Surrey and beyond. As of September 2006, the newsletter will include work by Surrey writers or members of the Arts Council of Surrey. **Our goal is to provide a venue for local writing, and to help increase the profile of literary artists in our community.**

Guidelines

- For your work to be considered for publication in *Spotlight*, you must live in Surrey or be a member of the Arts Council of Surrey. For membership information, contact 604-585-2787 or info@artscouncilofsurrey.ca.
- Send submissions to *Spotlight* Literary Editor Lois Peterson at lpwordsolutions@hotmail.com with 'Spotlight Submission' in the subject line.
- Submit prose – 1,000 words max. We welcome short stories, novel excerpts, personal essays, and creative nonfiction. If you're submitting an excerpt from a longer work, please ensure that it stands alone as a complete scene, and, if necessary, include a brief statement about the work it's excerpted from.
- Submit 2 - 4 poems at a time – no line limit.
- While we will consider previously published work, **priority will be given to unpublished work**. Please note where and when previously published work first appeared.
- Submit your work by email as a MS Word attachment (prose or poetry), or in the body of an email (prose only). If you can't meet this requirement, please contact the editor, above.
- If you're submitting your work as a MS Word attachment, use standard manuscript format. On each page of the submission, please include a header or footer noting your last name, a few words of the submission title, and page number.
- Include your name, mailing address, phone number, and email address on a cover sheet and/or on the first page of the submission. If you're submitting your work in the body of an email, please include complete contact information in the body of the message.
- Please send us only **one piece of prose** and **no more than four poems** at a time.
- Hold off on sending further submissions until we've responded to your previous one.
- We will try to respond to your submission within six weeks of receiving it. Occasionally we may ask to retain your work a little longer for further consideration.
- Work accepted for publication in *Spotlight* may be edited for clarity and usage. Authors will receive a proof of their edited piece before it appears in the newsletter.
- **Please include a very brief biographical note with your submission.** If your work is accepted, you will be contacted for more information that we'll use to create an *Author Profile* to accompany your published piece.
- Each contributor to the Literary Arts pages of *Spotlight* receives a \$25.00 honorarium paid on publication.
- Excerpts of work appearing in *Spotlight* may also be considered for posting on the Arts Council of Surrey website. In your cover letter please indicate whether you give permission for website publication.

For further information please contact Lois Peterson.

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