

ENGLISH ALIVE 50
1967–2017



SACEE English Alive

SOUTH AFRICAN COUNCIL FOR
ENGLISH EDUCATION

Box 23912 Claremont 7735
email editorial englishalive@iafrica.com
email business shardon@iafrica.com

February 2016

TO ALL HEADS OF ENGLISH

Dear Colleague

We hope your new term has started well and pleasantly, and that you and your department will enjoy a good year.

English Alive is an 80-page annual anthology of high school writing, first published in 1967. The 2016 edition of **English Alive** will be the 50th edition, edited by Robin Malan. We gather writing from students in high schools and secondary school colleges in southern Africa. We are again asking for your assistance.

- Please distribute the enclosed circular to all the English teachers and the Art teachers.
- We would appreciate it if you would post the circular headed 'To LANGUAGE & ART TEACHERS and STUDENTS' on your student notice boards.
- Submit at any time of the year, as suits you. The official closing date for your school's submission is 1 APRIL 2016. We will accept late entries that reach us by 1 MAY 2016, but no later, please! In other words, we will start our selection procedure on April Fools' Day, and will end on Workers' Day. *Please avoid the last-minute rush!* Publication will be around mid-August 2016, close to National Women's Day.
- Schools and students may email entries to englishalive@iafrica.com as a Word document using Times New Roman 12pt font; or email artwork as a JPEG.
- Please ensure contributors receive the enclosed Format Guidelines.
- An order form is enclosed, and you are encouraged to order copies for your staff and for your classes.
- We don't have an office telephone or fax, but, should you need to, please contact the following:
 - email our Business Manager Robert van der Valk at shardon@iafrica.com
 - email the Editor Robin Malan at englishalive@iafrica.com

Thank you for your continuing co-operation.

With good wishes

Anne Schlebusch
Convenor
English Alive Sub-committee
SACEE Western Cape Branch

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To: STUDENTS and LANGUAGE & ART TEACHERS

English Alive is an 80-page annual anthology of high school students' writing

Tell your story, speak your truth!

- It doesn't matter what you want to write about, or whether you want to write a poem, an essay, a short story ... just make sure it's *real*, make sure it's *you*, make sure it *matters*.
- What *English Alive* wants and needs is real genuine originality – in thought, idea, imagination, form, structure, etc., etc.

Students: Submit your piece/s of writing (5 max.) **by email** as a Word document in Times New Roman 12pt to [**englishalive@iafrica.com**](mailto:englishalive@iafrica.com)

- Closing date: 1 April 2016.
- Ask your teachers for the Format Guidelines to be followed.

English Teachers: Email us your students' work and an electronic copy of your literary journal or yearbook or magazine.

- Please ensure that they follow the Format Guidelines for Presentation.
- Order class sets of *English Alive* for class use. [See Order Form.]
- Order library-copies of previous *English Alive* collections. [ditto]

Art Teachers: Encourage your students to submit artwork or photographs that will make a good cover for *English Alive 2016*.

- The cover-size is A5 portrait-format; the design-size is 170mm x 125mm.
- The piece submitted does not have to be that size, but its proportions should be appropriate to that size.
- *Exclude* the words '*English Alive 2016*'.
- Email your artwork as a high-resolution JPEG 300+dpi to [**englishalive@iafrica.com**](mailto:englishalive@iafrica.com)

Students, Teachers: Submit now.

Closing date for entries: **1 APRIL 2016** – late entries accepted until 1 May 2016 but no later, please!

Email to: [**englishalive@iafrica.com**](mailto:englishalive@iafrica.com)
(as a Word document in Times New Roman 12pt)

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English Alive

Guidelines on presentation

Please bring this to the attention of all prospective contributors

Please follow this format:

- In Review, click on Language, then set the proofing language as '**English (South Africa)**'; for older versions of Word, click the bottom-centre of your screen and set as '**English (South Africa)**'
- **Submit only as a Word .doc** (no pdfs, no jpegs)
- Use only **Times New Roman 12 pt**
- Type the title flush-left in **12 pt** and in **bold** (no underlining). Use u.c. initial letter and then l.c. for the rest of the title
- If it's a poem that you want centred, then centre the title as well
- Leave a 1-line space between title and body of piece
- Then click Page Layout/Format and click Paragraph for the following:
 - On the left, set all at 0
 - On the right, for poems, set Special at (none); for prose, set First Line at 1 cm
 - For all pieces, set Line Spacing at **Single**
- After your piece, leave a 1-line space
- Type your name flush-left
- On the same line type your school (no Grade and no age)
- **Italicise** both name and school
- Do not ever use two character-spaces before new sentences – or anywhere
- Avoid any underlining or under-scoring

A few more points of advice

- Leave your spell- and grammar-check facility ON – it will self-correct some of your mistyping.
- Check your spelling and grammar after you've finished (under 'Review/Tools' click on 'Spelling and Grammar').
- After that, using your 'Control' and 'Arrow Forward', move your cursor from word to word as you re-read right through your piece – you'll pick up slips and mistypes and omissions.
- Do not read for sense: read the words you have typed. Read what is actually there, not what you expect to be there.
- Because inclusion in the anthology depends on the editors reading what you have submitted, it is sensible to present as near-perfect a piece as you can – even good writing creates an unfavourable impression if it is littered with errors and is unchecked, unproofread, and unedited.

English Alive ORDER FORM 2016

NAME/SCHOOL-NAME:

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POSTAL ADDRESS:

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NAME OF TEACHER:

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TELEPHONE:

EMAIL:

CURRENT ISSUE Price R 80 per copy

No. of copies	Year	Amount in Rand
	2016	

BACK ISSUES Price R 45 per copy

No. of copies	Year	Amount in Rand

PACKING & POSTING to be added to the above amount

1 – 7 copies R30	8 – 14 copies R50	15 – 21 copies R75
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For EFT and direct deposit:

Bank: Standard

Account name: English Alive

Type of account: Savings

Account number: 274906678

Branch Name: Rondebosch

Branch code: 051001

Complete & email, with proof of payment, to shardon@iafrica.com
