

## How should I present my work?

### Guidelines on presentation

Because so many of your submissions come to us beautifully presented as print-outs from PCs or, increasingly and conveniently, emailed directly to us from your screens, it might be a good idea to offer some guidelines of what would be most convenient for us:

- Set the language at the bottom-right of your screen at 'English (South Africa)'
- Use only Times New Roman 12 pt (unless your piece absolutely demands something else)
- Type the title flush-left in 12 pt and in bold only – **no underlining, please!**
- If it's a poem that you want centred, then centre the title as well
- Leave a 1-line space between title and piece
- After your piece, leave a 1-line space
- Type your name flush-left
- On the next line type your school (there's no need for a Grade or your age)
- Italicise both name and school
- Use single spacing
- In prose, indent new paragraphs to 1 cm
- Do not ever use two character-spaces after any punctuation mark, i.e. before new sentences
- Do not exceed 700 words per submission

You may want to do much fancier things typographically for your portfolio or your own personal poem-journal, with borders and curlicues, but the above is what suits us best. **To repeat, more specifically...**

- 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 'Tools' click on 'Spelling and Grammar')
- 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
- Do not read for sense: read the words you have typed. Read what is actually there, not what you expect to be there.
- Print out a hard copy of your work. Leave it in a drawer or folder for a day. Take it out and read it again, carefully. You're likely to pick up slips you didn't notice on the screen.
- If your work is a poem that needs indenting for some reason, be especially careful to be precise about where the indent(s) should be.
- 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.