Dear English teachers

We love it that you and your students submit work for *English Alive* - an anthology of writing from high schools and secondary colleges!

Here are some thoughts about how to manage the submission process:

- The 'first' closing date for submissions is 1 April each year.
- The kind-hearted 'second, extended' closing-date is 1 May each year.
- That's April Fools' Day and then Workers' Day.
- Easy to remember, regardless of when school or public holidays happen to fall.

But why rush and crush your submissions slap up against those two dates?

Please be happy to submit your school's work *At Any Time* of the year, as **suits you best**. Then you don't have to worry about closing dates at all!

Perhaps link your submissions *At Any Time* to one of the following:

~ a writing festival ~ a 100-word story evening ~ form a writing club ~ have a slam-poetry evening ~ Open Mic lunch-time readings ~ read a poem at every Assembly ~
~ inter-class writerathons ~

'Poetry for President!'

As performance poet **croc E moses** says:

Alert!

Like anyone else, we read better at leisure than under pressure.

Teachers, encourage your **Students** to submit, themselves – *At Any Time* of the year. Also, please remind your **Matrics** before they leave to submit pieces written during their Grade 12 year. Matrics, stay in touch with your English teacher for the next year – maybe you're in!

Teachers and **Students**, use the appended ↓page 2↓ Guidelines for Presentation – it helps to receive print-ready copy. Post the Guidelines on your notice boards.

A few last tips:
- To keep things manageable, each individual writer may not submit more than five pieces.
- Please use **Single** line-spacing, not 1½, not double, not multiple.
- Don't ever use underlining or ruled-lines.
- Don't ever use two character-spaces after full stops – or anywhere.
- When writing prose, try to get the paragraphing right. The first paragraph is always flush-left. Thereafter, set your 'Paragraph' commands at 'First line' to '1 cm', single line-spacing
- Proofread your work carefully. Eliminate as many errors and typos as you can.

Above all, **Teachers** and **Students**, enjoy writing, & then submit your finest, most interesting, most original work to *English Alive*!

Submit to englishalive@iafrica.com
At Any Time
Check out our Facebook Group page at
https://www.facebook.com/groups/34922431048/

Guidelines on presentation

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, etc.)
- 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:
  o On the left, set all at 0
  o On the right, for poems, set Special at (none); for prose, set First Line at 1 cm
  o For **all** pieces, set Line Spacing at **Single**
- After your piece, leave a 1-line space
- Type your name flush-left, followed by a comma
- 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 borders

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.

I ♥
English Alive *At Any Time!*
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