

This appeared on *English Alive*'s Facebook page on 010118:

Happy New Year! but ...

Dear English and Art teachers and keen-on-writing students

It'll be difficult to believe, I know, but there's now no more than three weeks before you can expect to receive this year's 'English Alive' invitation to gather and send in submissions! We call it the 'February Circular', but we start sending it out on 20 January. So, right now, as you sit in the calm of the post-New Year days planning your year, remember to slot in when and how you are going to submit your student's pieces to 'English Alive'. To help your thinking along, this message is followed by the 'At Any Time' circular. One of the easiest ways to get your school's submissions in, is to get the students to do it themselves. Give them the details, give them the englishalive@iafrica.com address - and tell them to cc you when they send in their submissions. That way you know who you've got to nag as March follows February and the 1 April, closing date looms.

Oh, and one thing more: Be sure to get them to do a better job of proofreading their submission than has been done with this posting! How many mistakes did you count? Did you get a horrible involuntary twinge up your spine as you spotted each one? If not, you should have!

Write and let us know.

Love

Robin Malan
co-editor of 'English Alive' 2018
& Twanji (don't blame him, he had nothing to do with it) Kalula
co-editor of 'English Alive' 2018

Here is the 'At Any Time' Circular:

Dear English and Art teachers

We love it that you and your students submit work for English Alive!

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 ~

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 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!

Art Teachers and Art Students, submit artwork suitable for the cover of English Alive, as high-res 300+dpi jpegs.

Submit to englishalive@iafrica.com

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

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To go to the English Alive Facebook Group page,
click on <https://www.facebook.com/groups/34922431048/>

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