Vermont
College of
Fine Arts

2018 Postgraduate Writers' Conference
WORKSHOP SUBMISSION INSTRUCTIONS

The official deadline for workshop submissions is **Monday, July 2**. We need to receive your work by that date; earlier submissions are welcome.

Please send your manuscript by email attachment to Jericho Parms at pwc.coordinator@vcfa.edu.

If you have any questions about these instructions, please clear them up with Ellen or Jericho in advance of the deadline. (Jericho will be back from her maternity leave as of June 18.) If you have questions related to the choice of work you're submitting, check in with Ellen Lesser at pgconference@vcfa.edu.

Carefully read and follow the precise formatting guidelines, in this general section and under the genre headings below. These are standardized to facilitate combining individual files into a single compilation for each workshop group; format variations throw a wrench into that process. We apologize for imposing this uniform look, but remember, the individuality comes in the writing. *The one exception to this practice of merging files is Poetry Manuscript, where we keep each collection as its own separate document to maintain individual format integrity.*

Please be scrupulous in honoring the stated page limits and format requests. In the interest of fairness and equity for all participants, we will make no exceptions.

These are only maximums, not required page counts; it's no problem if your submission is *under* the limit.

FOR ALL WORKSHOPS (except Poetry Manuscript): Please send your submission as a single Word file (.doc or .docx format). Do not send in PDF. Please provide us your file without any headers or footers, and without pagination. This is critical to the ease of our work with merging the files. DO make sure to include your name at the top right of your first manuscript page. We will insert standardized headers and page numbers when we create the group compilation.

PROSE
Creative Nonfiction, Novel, Short Story

Format your manuscript in 12-point Times New Roman, with margins of one inch all around. Double-space (no 1.5). You DO NOT need extra space between paragraphs.

Maximum 25 pages.

For excerpts of longer works, you may include a brief synopsis of the whole project within the page limit. Even if you choose not to present a synopsis, please indicate clearly that the work is an excerpt where that may not be obvious.

CNF and Short Story writers may include more than one piece within the 25 pages. Please start each separate piece on a new page.

POETRY

Maximum six pages, with no more than one poem per page, regardless of length.

Use 12-point Times New Roman and standard poetry format (with layout typically in a single column).

POETRY MANUSCRIPT

Submit in the form of a collection, including up to 50 pages of poems, with attention to sequencing and organization by sections as appropriate. Front matter and section title pages do not count toward the page limit. Note that 50 pages is a maximum, not a required length.

No more than one poem per page, no matter how short, as in standard book format. Layout typically in a single column. Use 12-point Times New Roman, or another font of comparable size.

Include a title page and full table of contents, plus any acknowledgements.

While the poems should be in conventional, single-spaced poetry format, please double-space your Table of Contents (to facilitate note-making).

On your title page, you may offer alternate working titles.

DO insert identifying headers and page numbers (as distinct from instructions for other workshop groups), and feel free to submit your complete manuscript as a PDF in order to best preserve all intended formatting.