



# words | life | books

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21 May 2018

## Submissions Guidelines for The Coinage Book Two

### Short Stories/Memoirs/Excerpts

Please include a brief biographical note (250words max) and a word count within the body of your email. A summary/description of the story is necessary.

- Put your name and contact information at the top, centered, on the first page.
- Put the story's title, centered in all caps, approximately one-third of the way down the page from the top margin.
- Skip a line and write "by" in lowercase, then skip another line and put your name in all caps. (If using a pseudonym, put that name in all caps, and then on the next line put your real name in parentheses.)
- Drop four lines, indent, and begin your story.
- Double-space the entire text of the story.
- Put a header at the top of every page (except the first) including the title, your last name, and page number).

### Poetry

Please include a brief biographical note (250words max) and a word count within the body of your email. A summary/description of the poetry is necessary.

- Put your name and contact information at the top, centered, on the first page.
- If using a pseudonym, put that name in all caps, and then on the next line put your real name in parentheses.
- On a new page, put a header, including title of the poem and your last name
- Double space the entire text of your poem
- Start a new poem on a new page

**Entries must be sent in a document (MS Word .doc or .docx) attached to an email (NOT pasted into the body of an email). No PDFs please.**