

**OFF-CAMPUS WRITERS' WORKSHOP**  
**MANUSCRIPT GUIDELINES – September 2011 to May 2012**  
*For Members Only*

## FEES

- **Membership fee** – Members must pay the annual \$30 membership fee in order to submit a manuscript (ms).
- **Session fee** – Members must pay for the entire term (all sessions led by one speaker) in order to submit manuscripts to be critiqued. This ranges from \$8 to \$25.
- **Manuscript fee** – **Speakers offer members a special, reduced rate for critiques during sessions only.**
  - **Fiction and Non-fiction:** 1 to 12 pages = \$15; 13 to 20 pages = \$25
  - **Poetry:** 1 to 3 short poems\* = \$15; 4 to 6 short poems\* = \$25
  - **Query Letters:** 1 to 3 = \$15

*\*A short poem is one page or less; a longer poem will be considered as a fiction/non-fiction manuscript.*

## SUBMISSION and CRITIQUES

- Members may submit manuscripts according to the following schedule:
  - 1 ms for a one-session term, 20 pages maximum
  - 2 mss for a two-session term, 20 pages total for both
  - 3 mss for a three or four session term, 20 pages total for all
- Exceptions: Poetry and Query Letters
  - Up to 3 short poems = one ms. Each poem must be on a separate page.
  - Up to 3 query letters = one ms. Each query can be two pages, maximum.
- Manuscripts must fit the topic being discussed (adult fiction, juvenile, poetry, non-fiction etc.).
- If you don't want your ms read aloud in class, clip a note to the ms within the envelope, not on the submission form. Also, please note if your ms has been read in class before.
- Please try to attend the sessions following submission. The group discussion is as valuable as the written critique, and is conducted in a helpful, not disparaging, way. If your manuscript is read aloud, you will be asked if you wish to identify yourself after the group discussion.
- **All manuscripts will receive written critiques from the speaker.** They will be returned in class, unless otherwise indicated in the newsletter or in class.

## FORMAT

- Prepare as if sending to a publisher. Refer to Writer's Market or comparable source.
- On page 1, include your name, speaker's name, title, word count, and OCWW. On subsequent pages, include your name, page #, and "slug" (keyword) from title.
- Manuscripts must be double-spaced on one side of 8 ½" x 11" white paper.
- Manuscripts must be typed in 12 pt type, with at least 1" margins for speaker's notes.

## PROCEDURE

- At least five days before a speaker's first session, mail manuscript (**NO MONEY**) to speaker at the address indicated in the newsletter. If the speaker has multiple sessions, manuscripts may be mailed or brought to class **until one week before the last session.**
- Put manuscript in a large manila envelope. **Mark all envelopes with your name, speaker's name, and OCWW.** One manuscript per envelope please.
- Please pay manuscript fee at the registration desk with **cash or a separate check payable to the speaker, NOT to OCWW.** Also, fill out a submission form, available at the desk or on the website, and give to ms chairperson.

***Exceptions to the above guidelines will be announced  
on the website, in the bulletin, or in class.***