

# Guidelines

1. One submission per RBWG member; **400 words or fewer**
2. **Submissions accepted between Nov 15 and Nov 30 only; please do not send earlier, to be published in 2022**
3. We are looking for **fiction**: flash fiction, fictional poetry, or perhaps 400 words (or fewer) of a longer fiction piece you are working on.
4. As with all Guild projects, please no political or religious material, violence, or erotica
5. Submit in Word as an email attachment; send to Maribeth at [fischer.maribeth@gmail.com](mailto:fischer.maribeth@gmail.com)

## Content

We are asking you to spend time on your submission, to **share it with others who might give you feedback, to revise and revise and revise before sending it to us.** We want your best fiction writing, a piece that matters enough that you are willing to invest time making it beautiful, or wise, or sad, or whimsical, or funny. Treat this as something you'd be submitting for a magazine/journal publication.

## Format

1. We are only accepting submissions in **Word format** (other formats involve a huge expenditure of time to eliminate different forms/styles of punctuation. If you do not use Word, we hope you might reach out to someone who can help you with this. As a LAST resort, contact Maribeth. We don't want you to NOT submit over the formatting issues; we just want your help!
2. Do **not** submit a cover page or any information in the margins.

**Even if you know how to automate double line spacing and indentations, please read Steps 3 and 4 below so all of your boxes are set to the proper number for this project as you may have customized this previously for your use.**

3. Set up **automated double line spacing**. Do **not** add manual returns for line spaces. **No** extra spacing between paragraphs.
  - On a **new/blank** Word page find **Paragraph** in your menu bar and click on box in lower right corner with downward-angled arrow to open **Paragraph** box.
  - In **Spacing** section the first line says **Before**, the box to the right should say **0 pt**; if not, use the up/down arrows to make it **0 pt**.

## “Snow in August” Call for Submissions

- The next line down says **After**, the box to the right should say **0 pt**; if not, use the up/down arrows to make it **0 pt**.
  - To the right it says **Line Spacing**, the box below most likely says **Single**; click on the pull-down arrow and choose **Double**.
  - The box to the right under the heading **By** should be blank; if not blank highlight what is there and hit **Delete** on your keyboard.
  - Click **OK** at the bottom of the **Paragraph** box.
4. Use **automated indentations**. Do **not** manually tab over.
    - Find **Paragraph** in your menu bar and click on box in lower right corner with downward angled arrow to open **Paragraph** box.
    - In the **Indentation Section** the first line says **Left**, the box to the right should say **0”**; if not, use the up/down arrows to make it **0”**.
    - The next line down says **Right**, the box to the right should say **0”**; if not, use the up/down arrows to make it **0”**.
    - To the right the heading is **Special**, the box below most likely says **None**; click on pull-down arrow and choose **First Line**.
    - The box to the right under the heading **By** should say **0.5**; if it doesn’t, use the up/down arrows to make it **0.5**.
    - Click on **OK** at the bottom of the **Paragraph** box.
  5. Include the story title and your name on the Word document. Do **not** use all caps.
  6. Ensure all quotation marks are used appropriately (don’t forget to close the quote) and punctuation is appropriately **inside** quotation marks.
  7. Use “em dashes,” (—) not double dashes (--). Google it if you don’t know how to create them. (One of the ways is **ALT 0151** using the number pad on the right-hand side of your keyboard, **not** the numbers at the top).
  8. **There is only one space between sentences**, not two. In the past, we have spent time correcting this, but our time is better spent on editing issues that can truly make a difference.

## Sample Submission Format

### My Man Jeeves

P.G. Wodehouse

Jeeves—my man, you know—is really a most extraordinary chap. So capable. Honestly, I shouldn’t know what to do without him. On broader lines, he’s like those chappies who sit peering sadly over the marble battlements at the Pennsylvania Station in the place marked “Inquiries.” You know the Johnnies I mean. You go up to them and say: “When’s the next train for Melonsquashville, Tennessee?” and they reply, without stopping to think, “Two-forty-three, track ten, change at San Francisco.” And they’re right every time. Well, Jeeves gives you just the same impression of omniscience.

As an instance of what I mean, I remember meeting Monty Byng in Bond Street one morning, looking the last word in a grey check suit, and I felt I should never be happy till I had one like it. I dug the address of the tailors out of him and had them working on the thing inside the hour.

“Jeeves,” I said that evening. “I’m getting a check suit like that one of Mr. Byng’s.”

“Injudicious, sir,” he said firmly. “It will not become you.”

“What absolute rot! It’s the soundest thing I’ve struck for years.”

“Unsuitable for you, sir.”

Well, the long and the short of it was that the confounded thing came home, and I put it on, and when I caught sight of myself in the glass I nearly swooned. Jeeves was perfectly right. I looked a cross between a music-hall comedian and a cheap bookie. Yet

## “Snow in August” Call for Submissions

Monty had looked fine in absolutely the same stuff. These things are just Life’s mysteries, and that’s all there is to it.