Criteria for Submission of
VillageStories 2024 Articles, Bios and Photos

The year 2024 will be the *tenth* year of publication of *VillageStories*. Your editors want to make it a very special book. Each year Pub Club members submit memoirs, fiction and nonfiction, and poetry. To add extra interest in 2024, please add photos or images that illustrate your writing. Starting Jan. 1, 2024, you may send your writings to pubclublw@gmail.com. We look forward to receiving them." The Editors

Articles Submission Requirements: Deadline to Submit May 31, 2024

1) Maximum number of submissions: **5**

2) 2,500 combined maximum number of words for all *VillageStories2024* submissions from each author.

3) All submissions and bios must be created and sent as a **Word** document as follows:

   a. Send submissions and/or your bio in a **Word** document in **Arial font, size 16**
   b. Title and Save **the document** as follows:
      First name Last Name, Article Title or Bio, Date
         Examples:
            Nancy Brown, A Rainy Day in the Village, 2023-02-25
            Nancy Brown, Bio, 2023-02-25

4) **Attach** the **Word** document to an email with the same title in the subject line.

5) Send to pubclublw@gmail.com

6) We strongly encourage you to enhance your submissions by including one or two photos. To do that, please submit as follows:
   a. Title and Save **the photo** as a jpg per this example:
            Nancy Brown, Pouring Rain Photo for A Rainy Day in the Village, 2023-02-25

<u>Photos and Bios Submission Requirements</u>: **Deadline to Submit May 31, 2024**

1)   Photos and Bios will be placed on our Website and in *VillageStories*2024.
2)   Each submitter of an article needs one photo and bio only for the book.
   a. If the submitter has been previously published in the *VillageStories* books or has a photo and bio on the <u>www.pubclublw.com</u> webpage, these can be used *unless* the author prefers a new edition of his/her bio or photo.
   b. **New** authors need to submit photos and bios. Follow the same format as above.
      (1) Use the following format to submit your photo in <u>jpg format ONLY</u>
      (2) Title and Save the document Examples:
            Article submission: First name, Last Name, Title of Submission, Date
            Photo submission: First name, Last Name, Photo, Date
      (3) Attach the jpg to an email with the same title in the subject line
      (4) Send to pubclublw@gmail.com

<u>Artwork Submissions:</u> **Deadline to Submit June 9, 2024**

1)   Members may submit to pubclublw@gmail.com one or two photos or original artwork for consideration as placement on the front or back cover of *Village Stories*.

2)   This document needs to be labeled as follows: First and Last Name, Photo Title, Date in "2024-01-15 format!" per the following example - Nancy Brown, A Beautiful Day in the Neighborhood, 2024-02-25

3)   All artwork is numbered by a designated Board member. At the specified date, the submissions are sent to all PubClub members for voting along with a return date deadline.

4)   Once all artwork is voted upon and returned by the stated date, the votes are counted and entered on the 2024 Cover Contest Vote Spreadsheet by a designated Board member.

Thank you for following all these criteria.