

**OFF-CAMPUS WRITERS' WORKSHOP**  
**MANUSCRIPT GUIDELINES for 2009-2010**  
**FOR MEMBERS ONLY**

**FEES**

- **Membership fee** – Members must pay their annual membership fee in order to submit a manuscript (ms).
- **Session fee** – Members must pay for the entire term (entire series of sessions led by one speaker) to submit manuscripts to be critiqued.
- **Manuscript fee** – The fee is \$15 for every manuscript submitted, no matter how short.

**SUBMISSION and CRITIQUES**

- Manuscript must fit the topic being discussed (adult fiction, juvenile, poetry, non-fiction etc.). See the current newsletter or the website for details. ([www.ocww.bizland.com](http://www.ocww.bizland.com))
- You 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 6 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, max.
  - Other exceptions may be announced in class as necessary.
- If you don't want your ms read aloud in class, clip a note to the ms within the envelope, not on the submission slip. Also, please note if your ms has been read in class before.
- Please try to attend sessions following submission. The group discussion is often as valuable as the written critique, and is conducted in a helpful, not disparaging, way. If your ms 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.

**FORMAT**

- Prepare ms 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.
- All ms must be double-spaced on one side of 8 ½" x 11" white paper.
- All ms must be typed in 12 pt type, with adequate margins for speaker's notes.

**PROCEDURE**

- Up to 5 days before a speaker's 1<sup>st</sup> session, mail manuscript (**NO MONEY**) to speaker at the address indicated in the newsletter. If the speaker has multiple sessions, manuscripts may be brought to class **up to one week before the last session.**
- Put ms in a large manila envelope. **Mark all envelopes with your name, speaker's name, and OCWW.** One ms per envelope please.
- Please pay ms fee at registration desk with **cash or a separate check payable to the speaker, NOT to OCWW.** Also, fill out a submission form, available at desk or on the website, and give to ms chairperson.

*Please note: Speakers offer a reduced rate for OCWW members' critiques during sessions only.*

*THANKS FOR READING AND FOLLOWING THE GUIDELINES!*