

## **Brief Freelance Policy and Submission Guidelines for Staff and Members**

Submissions are welcome for editorial review. If accepted, articles will be edited for clarity. The basic criteria to meet in submitting materials are readership interest, timeliness and quality. Viewpoints expressed in contributed articles are those of the authors and do not necessarily reflect the position of the SWG.

### **Formatting:**

All material should be submitted by email as an attachment to [swgmedia@skwriter.com](mailto:swgmedia@skwriter.com). The document should be sent as a word document, in 12- sized font Arial, single spaced, left-justified, with NO indents, leaving one blank line between the paragraphs.

Do not send announcements in PDF format.

### **Descriptions and Word Count:**

Word Count: Submissions should be as close to the assigned word count as possible. Anything of a length too great or too little will not be accepted by the editor and will be returned to the contributor to be edited accordingly—this applies to all submissions including Reports, Books by Members, Member News, Columns and Articles.

Articles: Articles will be assigned by the editor/communications coordinator. Word count will be from 500-1000 words. Longer articles will be edited for length or may be serialized in collaboration with the author.

Books by Members: Up to 100 words, plus a colour digital photo (this should be sent in jpeg format and of high resolution) of the book cover. It is the member's responsibility to send the editor a photograph and description, including purchase information. These submissions should be formatted according to the submission guidelines outlined above.

Letters to the Editor/Open Letters: Up to 500 words. An unsolicited letter commenting on previous material in *Freelance*, or issues affecting writers, the writing community, or the arts. Letters must be signed and submitted in advance of the copy deadline published in each issue of *Freelance*.

Personal attacks or inaccurate, misleading, or defamatory statements will not be published. Letters may be edited for length and clarity. *Freelance and its publisher, the Saskatchewan Writers' Guild, reserve the right to refuse publication of any letters and/or to respond to letters in a manner it judges most appropriate to the circumstances.* The management of the SWG may, at its discretion, publish a rebuttal or response to letters published in *Freelance*.

When sending a letter please remember that *Freelance* is the public face of the SWG to potential members, funders, sponsors, and on the national stage. Discussions, questions,

and complaints involving the operations of the Guild or the Board actions are best addressed by a letter written directly to the Board or the Executive Director.

Member News: No more than 100 words. Announcements of members' good news, awards, new books, and other accomplishments. Include web links to author websites, blogs, or book trailers.

Obituary Notices and Remembrances: From 500-700 words. Calls for inviting submissions for recollections or tributes are made, assigned, and selected by the Managing Editor. Accompanying photographs may also be considered with appropriate permissions.

Viewpoints: From 500-700 words. Opinion pieces and commentary about any topic involving writing or culture that falls within *Freelance's* editorial vision. Viewpoints do not necessarily reflect the editorial viewpoint of *Freelance*.