

DAWN, The Literary Journal of RISE 2018-2019 Submission Guidelines

The DAWN Editorial Staff is now accepting manuscripts for next fall's issue of DAWN!

Members of RISE may submit up to three manuscripts—fiction, nonfiction, or poetry. If you are a new DAWN author, please also submit a biographical sketch of 100 words or less, written in the third person for a section titled, *About the Authors*. If you are a returning author, review your previous biographical submission and let us know if you want any changes made. We encourage you to submit as early as possible, but no later than the **August 1, 2018 deadline**. The DAWN Editorial Staff reserves the final decision on the suitability of material submitted. Size of the manuscript should not exceed 2,000 words. **Important:** The credibility of DAWN requires that all submissions be your original work. Any part that is not your original work must have its source cited.

Creating Your Documents

- Create your documents using **Microsoft Word**.
- Use Times New Roman typeface, 12-point font. **Use 1-inch margins**.
- Title of work should be typed in initial caps and flush left. **Author's name should appear directly below the title preceded by the word "by" (not capitalized)**.
- Poetry should be typed exactly as you want it to be printed, with desired capitalization, line breaks, stanza breaks, etc. If you want each line of the poem to be centered on the page, so indicate; otherwise, the poem will be left-justified and indented so that the longest line is approximately centered on the page.
- **Proofread your work carefully**. Reading it aloud or reading it to someone else is very helpful. Do a spell check and grammar check.

Reviewing Your Documents

The DAWN Copy Editor will review and may suggest changes to your work. Prior to submission, it's particularly helpful, but not mandatory, if you first have your documents reviewed in one of the following four ways:

1. In the *Shared Writing Experiences* class which meets at 10:45 on Thursdays. Throughout the summer this group will continue to meet in South Nashua on Thursday mornings. Time and location to be determined. Joan Gibson, Helen Jackman, and David Chirlin facilitate this group.
2. In the *Poetry Workshop* class which meets at 12:30 on Thursdays, facilitated by Caroline Akins and Elizabeth Tragash,
3. In the *Write On* class, meeting at 10:45 on Friday, facilitated by David Chirlin,
4. By one of the following people who have volunteered as writing coaches:

- Joan Gibson, 888-9304, JGibson648@aol.com
- Helen Jackman, 673-6878, hrjackman@aol.com
- Mary Moore, 718-8603, storynona18@yahoo.com
- Kate Finnegan, 673-8750, kate.finnegan@gmail.com

Submitting Your Documents Important: Indicate whether story is fiction or nonfiction.

1. Once you have completed all the steps outlined on the previous page, proofread your documents again (!) and then send your documents electronically as a Microsoft Word email attachment to charliepogue@gmail.com. You will receive a confirmation within one week.
2. Alternatively, you may mail your typed documents to: **DAWN**, c/o RISE Office, Memorial Hall, 420 S. Main Street, Nashua, NH 03060 or drop them off.
3. With any submittal, be sure to include your contact information: name, address, telephone number, and email address, if you have one.

Copies of the 2018-2019 DAWN Guidelines will be distributed in all writing classes. Additional copies will also be available at the RISE Office or on the RISE web site: www.rivier.edu/departments/rise.

If you have any questions, please contact:

Helen Jackman, Editor in Chief, at hrjackman@aol.com, 603-673-6878; or
 Rita Ralston, Managing Editor, rralston10@aol.com, 603-881-7473; or
 Charlie Pogue, Copy Editor, charliepogue@gmail.com, 603-673-4595.

DAWN 2017-2018 Editorial and Publishing Staff

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