



The Journal, Volume 18

Submission Guidelines

All OLLI members are encouraged to submit original prose, poetry, and visual arts for *The Journal, Volume 18*. Submissions are judged in relation to one another; the best of the pieces submitted is published. **We look forward to seeing all of them.** Please read **carefully** the following general and specific information.

General Information

- Only current OLLI members may submit pieces for consideration.
- Submissions must be original, unpublished, written since the member joined OLLI, and not infringe on any copyright.
- Each submission must include a **COVER SHEET** with the member's name, address, e-mail address (if available), phone, and summer address (if different). The Cover Sheet for artwork is included in this packet. **Please do not put your name on your manuscript or artwork.**
- **If you wish autobiographical information to appear in *The Journal*, please include it on the COVER SHEET. This material must not be more than 25 words in length.** It will appear with the published work. Such information is **optional**. You may also request that we use biographical information from a prior issue. Please refer to *Journal 17* if you wish to see examples of how such information will be presented.
- Submissions must be typed **on paper, in hard copy**, NOT electronic files, and must be mailed or left in the Chicago office, to:

Joan Dry
Osher Lifelong Learning Institute
Wieboldt Hall, Room 714
339 E. Chicago Avenue
Chicago, IL, 60611

- Prose and poetry should be double-spaced.
- Submissions must be **received by Friday, May 1.**
- Those who submit material will be notified of the Board's decision after **August 1.**
- If your poetry or prose is selected for publication, you must be able to produce a Word file of that piece and react to electronic edits of that piece. Inability to do so will result in the piece not being published.
- All artwork will be returned after the magazine has gone to the printer.

Specific Information

You may contribute to up to **three** pieces in each of the genres described below. We welcome all of your submissions!

Poetry

- Punctuated and formatted exactly as you wish.
- No structural constraint; free verse, rhymed couplets, sonnet, haiku, and so forth.
- No limit as to length or appearance on the page.
- The poem submitted will have greater value if it includes visual imagery from which the reader may draw meaning.

Prose

- **Fiction** submissions must be limited to 3000 words, other prose genres to 2500 words.
- **Essays** can be a personal opinion or a formal argument; logical, to the point, and written in the first person point of view.
- **Memoirs** are recollections from your past. A memoir would have greater value if it is a reflection upon experience applicable to the OLLI audience or narrates a unique event, something outside the experience of the majority of the readership.
- **Fiction** should have memorable characters, conflict, resolution, and universal themes.
- **Nonfiction** would be of greater value if it narrates a segment of the life of someone/something of significance, and reveals an intriguing truth.
- **Please indicate in the upper right corner of the first page of your submission whether it is fiction, nonfiction, memoir, or essay.** This is important information as it will influence how your work is perceived and judged.

Artwork

- Black and white photography and art look wonderful on the *Journal's* glossy paper.
- Submit photographs or slides of original artwork; do **not** submit the originals.
- Submissions should be no larger than 9.5" x 13" or smaller than 5" x 7"
- *Lightly* write the title on the back of your submission. Mark the "top" with an "X"
- No frames, please.
- We *cannot* accept graphic files. Thus, hard copy digital photos should be of the highest resolution and submitted on quality paper.
- The enclosed form should accompany each art submission.
- Artwork may be reduced and/or cropped for publication.

Questions? Please contact **Patsy Thrash at (847) 328-7219 (patsy1941@comcast.net)**

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Artwork Submission Form

(Artwork cover sheet)

Name _____

Address _____

Phone (____) _____

E-mail address _____@_____

Summer address (if different) _____

Dimensions of original artwork, if applicable: _____

Medium (check one):

Traditional color photograph

Traditional black and white photograph

Digital photograph

Computer-generated art

Oil/acrylic painting

Watercolor/pastel painting

Line drawing

Print

Other _____

Title _____

Location of subject of photograph: city, country, other information about the photograph

Biography (optional, 25 word limit) _____



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Call for Jury and Editorial Board Members

We are now soliciting applications from those interested in serving on the *Journal's* Jury or Editorial Board.

Initially Jurors meet as a group on Friday, May 15, to receive submissions and to be instructed in the evaluation process. Then Jurors independently, at home, review all prose and poetry submissions, using criteria distributed on May 15. Finally they meet as a group on **Friday, June 19**. On this date they discuss their reactions and nominate those pieces they believe should be considered for publication. They also review submitted artwork. Jurors ordinarily serve for two or three issues.

Initially Editorial Board members meet as a group on Friday, June 26, to receive the juried submissions and to be instructed in the evaluation process. **Editorial Board members independently review the Juror nominations and then meet as a group on Friday, July 24**. The Editorial Board determines which pieces should be published. Editors then devote significant time during late July and early August, working with authors to refine their pieces. Editors ordinarily serve for three issues.

Interested OLLI members are encouraged to apply. We seek discerning readers of prose and poetry as well as those with art/photo expertise. Experience in writing or editing is a plus for both groups, but preferred for the Editorial Board; Editors should be adept at refining the work of others and in using Microsoft Word. In addition, we are looking for representation from both the Chicago and Evanston campuses.

Please read the position requirements carefully, especially the projected time and meeting dates requirements.

If you would like to be considered for the Jury or the Editorial Board, please complete one of the enclosed forms and return it to **Joan Dry, OLLI, Wieboldt Hall, Rm. 714, 339 E. Chicago Avenue, Chicago, IL, 60611**, by **Friday, March 6**. New Board and Jury members will be notified by or soon after **Friday, March 27**.

Note: Jury and Editorial Board meeting locations will alternate between the Chicago and Evanston campuses.

Please contact **Patsy Thrash, Journal Managing Editor, at 847/328-7219** (patsy1941@comcast.net) if you have questions.



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Jury Application

Name _____

Address _____

Phone _____

E-mail Address _____

Requirements:

1. Able to articulate your evaluation of a submission and to make a reasoned argument for your rating
2. OLLI member for at least two years
3. Comfortable with and able to evaluate poetry and prose
4. Will commit to attending all-day Jury meetings on **Friday, May 15**, and on **Friday, June 19**
5. Will devote approximately **100-120 hours** reading and re-reading prose and poetry between May 15 and June 19

General Information:

1. Are you willing to serve for two or three issues?
2. Please name any relevant OLLI and non-OLLI study groups (art, literature, or writing) that you have attended.
3. Describe any relevant professional or post-retirement (e.g., coordinator of literature, art, or writing group) experience. If you wish, you may attach a c.v.

Please return this form by Friday, March 6, to:

Joan Dry
Osher Lifelong Learning Institute
339 E. Chicago Avenue
Wieboldt Hall, OLLI, Rm. 714
Chicago, IL 60611



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Editorial Board Application

Name _____

Address _____

Phone _____

E-mail Address _____

Requirements:

6. Able to articulate your evaluation of a submission and to make a reasoned argument for your rating
7. OLLI member for at least two years
8. Comfortable with and able to evaluate poetry, prose, or artwork
9. Adept at using Microsoft Word
10. Will commit to attending Board meetings on **Friday, April 3, Friday, June 26, and Friday, July 24**
11. Will devote approximately **20-30 hours** reading and re-reading prose or poetry
12. As a prose or poetry editor, will spend approximately **10-15 hours** discussing and editing pieces with assigned authors
13. Will provide Joan Dry with edited electronic files of assigned (accepted) manuscripts no later than **Friday, August 21**

General Information

1. Are you willing to be a Board member for three issues?
2. Name OLLI or non-OLLI study groups related to criticism or evaluation you have attended.
3. Describe your experience in working as an editor and specifically in working with authors to review and revise their manuscripts. If you wish, you may attach a c.v.

Please return this form by Friday, March 6, to:

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