Sooke Writers' Collective

SWC Anthology submission guidelines for members

Deadline for anthology #14, 2027: January 31

All work must be edited and ready for publishing and you must have a 2027 membership to participate.

If you are not sure about your submission, please ask us – editors@sookewriters.com

The guidelines for length are for **maximum limits**. Shorter works appreciated.

- long works: one fiction, non-fiction or excerpt piece **not longer than 2500 words**
- short works: collections of poetry up to 200 lines in total (not including titles) or flash/postcard stories, prose poems collectively to a maximum of 1500 words
- original artwork by the author that accompanies the written work **may** be accepted
  - submissions should be in black and white and sized around 300 dpi (maximum width 4 inches). The image should be connected to the story or poem.

All members are eligible to submit. However, all manuscripts are reviewed by the editorial committee to ensure maintenance of the group's high writing quality standard.

All writers are required to submit publication-ready work. Generally, this means work that has been through a review, editing, or workshop process, either by using our feedback groups, or an external writing circle or editor. The new deadline allows time for review, preparation and delivery of feedback, and additional editing. There is no cost for this service but **please submit your work only after you checked for typos, spelling mistakes etc**. Please keep in mind that, as the submission deadline approaches, there is greater demand and limited resources to accommodate requests.

The editorial board reserves the right to make copy edits for style, grammar, punctuation, etc. If more substantial edits are required, the editor will get in touch with the writer regarding changes.

****Please note: A bio should be submitted along with writing submission** as a separate doc—maximum 100 words, written in third person. Ensure the name on your bio and the name on your manuscript match and show how you want them presented. (pseudonyms acceptable)

Format for submissions: 12 pt Times New Roman or Garamond font, in a word or rich text document.

Prose: double spaced

Poetry: spaced how you want it to appear (don't double space if you don't want it to look that way). If your poem has a lot of special spacing, please submit as a pdf to see if the poem can be fit onto a page in the way you intend. The size of the book page is 6 in. wide by 9 in. with roughly one-inch margins.

Please note — as membership grows these guidelines may change.

The editorial board reserves the right to reject and limit submissions for length and volume of work, quality of writing, and content. Content that includes themes that violate societal norms or SWC values and integrity; disparage others or their viewpoints on the basis of ethnicity, religion, birthplace, parentage, sexual orientation, sex, or other logical beliefs, the work may be rejected or returned for additional editing.

Please email your submission & short bio before midnight, Jan. 31, 2027 to submit@sookewriters.com. (note our new submission email)
No late entries accepted.

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SWC Anthology Style Guide - a few tips

Please review – if you have any questions, please email editors@sookewriters.com

!IMPORTANT: Sentence separation: Use only one space after ending punctuation to separate sentences. The old style was two spaces. Learn to use "find and replace" for spacing and spelling issues.

Spelling
Canadian spelling. Consistency is key. Guide is The Canadian Oxford Dictionary.
- *our* ending such as colour, humour, labour - however use the US spelling of US place names such as Pearl Harbor.

- *re* in words like centre, theatre, metre.
- single *l* for nouns like enrol, enrolment, fulfil and fulfilment.
- double *l* for verbs like travelling, counselled and labelled.

Some common grammatical issues to check
- "Then" vs. "than," "their" vs. "they're," "its" vs. "it's"
- Superfluous "then" or "that"
- Consistent tense
- "The" vs. "a" or "an"
- Repeated words
- Dreamt, leapt (old) vs dreamed, leaped (more correct)
- Omit punctuation from certain commonly used abbreviations: "eg","ie","ok","aka"

Italics
- Italics for the names of books, newspapers, reports, movies, plays, but quotation marks for chapters, poems, articles. ("Dogs are Better Than Cats" in this week's *Economist*.)

Abbreviations for acronyms and initialisms

- Caps and no periods. TV, CUSO, NATO, YMCA, CBC, BC, US. In some publications geographical locations contain periods (B.C., U.S.) Either is fine, as long as the use is consistent throughout.

- Periods when writing initials. C.S. Lewis, C.E.M. Winstanley (unless the style is intentional and specific. dl clay, DK Eve.)

Apostrophes

- Don't use in plural forms. (MPs, not MP's. 1900s, not 1900's.)
- Do use to indicate possession. The MPs' salaries, the cat's pyjamas.

Commas

Use the Oxford comma (ie, place a comma between each item in a list, including the final one before "and" or "or") to avoid confusion.

Numbers

- Spell the word percent. 2.6 percent, 70 percent, 9-90 percent. Smaller numbers in the company of larger ones are expressed in a complementary way - the percentages were 40, 12 and 130. The two herding jobs call for fourteen and three hundred dogs, respectively.

Dates

- 1988-89, the 1900s, the nineties. Abbreviation of 1990s is '90s, not 90's.

Quotation marks

- double quotation marks for quoted material and to introduce terms. Use single quotation marks only for a quote within quotation marks.
- commas and periods go inside final quotation marks. Question marks, exclamation points, colons and semicolons not part of the quoted material are placed after final quotation marks.

Dialogue:

- Use double beginning and end quotation marks ("") for spoken dialogue.
- Do not use single quotes (') for dialogue. Single quotes are reserved for quotations falling within another quotation.
- If a phrase precedes a quotation, the quotation is normally introduced after a comma.
- Continuous dialogue spanning more than one paragraph only includes an end quotation mark at the end of the final paragraph. Do not put an end quotation mark at the end of any paragraphs preceding it.
- When there is a dialogue between a number of characters each person speaking starts a new paragraph.

Bridging sentences

◦ Use a semicolon to join two closely related clauses into one sentence to form a more complete thought. Semicolons are important; they join thoughts together to make a more complex thought.
◦ Use an em-dash (—) to join contrasting clauses, showing a sudden shift, dramatic pause, or strong change in emphasis within a thought.
You can stick with simple clauses—but why would you?

If you are thinking about ignoring the guidelines—fool around and find out!
◦ Do not use a hyphen (-) or en-dash (–) instead of an em-dash when joining clauses.
◦ Do not leave any spaces on either side of the em-dash.

Use a scene break (***) when there is a shift in story scene or point of view. If different places or times are described, but the narrative flow and theme essentially remains within a phase or single context, a scene break may not actually be necessary.
◦ Do not leave blank lines above or below the ***
◦ Do not simply leave a blank line/space to indicate a scene break

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