

# How to Create a Submittable Account and Enter Your Work for the 2015 RWC Anthology

1. Go to <https://redwoodwriters.submittable.com/submit>

The screenshot shows the submission page for the 2015 Redwood Writers Anthology. At the top is a banner with a redwood tree and the text "A Branch of the California Writers Club", "Redwood Writers", and "writers helping writers". Below the banner, the page title is "2015 Redwood Writers Anthology". The submission period is "December 15, 2014 to March 1, 2015". The eligibility is "Members of Redwood Writers Branch of California Writers Club". The theme is "Journeys". A note states: "Submissions are required to reflect the theme, which may be interpreted broadly." The page includes "General Submission Guidelines" with a list of rules. At the bottom, there are two submission categories: "Poetry" and "Prose", each with a "Submit" button and a "+ Show Guidelines" link. Two callout boxes with red borders and arrows point to the "Submit" buttons and the "+ Show Guidelines" links.

**2015 Redwood Writers Anthology**  
Submissions accepted – December 15, 2014 to March 1, 2015  
Eligibility: Members of Redwood Writers Branch of California Writers Club

**On this year's theme: Journeys**

This year marks the 10th anniversary of Redwood Writers anthologies. We've come a long way since 2006, and it seems fitting to reflect on the journeys that brought Redwood Writers to where we are today. There are many types of journeys: travel adventures, life passages, heroes' journeys, pilgrimages, odysseys, and flights of fancy. All journeys begin in one place and end in another, having elements of challenge, change, and transformation. Where have you been? Where will you and your heroes go in the future? Bring us into the worlds of your journeys.

**Note: Submissions are required to reflect the theme, which may be interpreted broadly.**

Our annual Redwood Writers anthologies provide an opportunity for members to experience the submission, selection, and publication processes. Think of the selection team as acquisition editors who accept pieces based on adherence to the guidelines and quality of the work. If your piece is selected, you will be assigned an editor to guide you through the publication revision process, just as would be the case if you were working with a publishing house.

**General Submission Guidelines**

- Each Redwood Writers member may submit up to 2 pieces in any genre. For example, you may submit 1 poem and 1 prose piece, 2 prose pieces, or 2 poems.
- Prose pieces may include flash fiction and nonfiction, short stories, memoir vignettes, essays, interviews, and journalistic pieces up to 2,000 words.
- Poems are limited to 50 lines (about 2 pages).
- Standard formatting required: 1-inch margins on all sides; double-spaced, 12 pt. Times New Roman font. Poetry may be single-spaced.
- Document formats accepted: Microsoft Word (doc and docx) and Rich Text Format (rtf).
- All work should be proofread and polished to the best of your ability. Typos, misspellings, and grammatical errors will reduce the likelihood of piece(s) being selected for publication.

Specific instructions for poetry and prose submissions are included on the submission form.

To begin, click the **SUBMIT** button under the category title (Poetry or Prose)

Home View Your Submissions

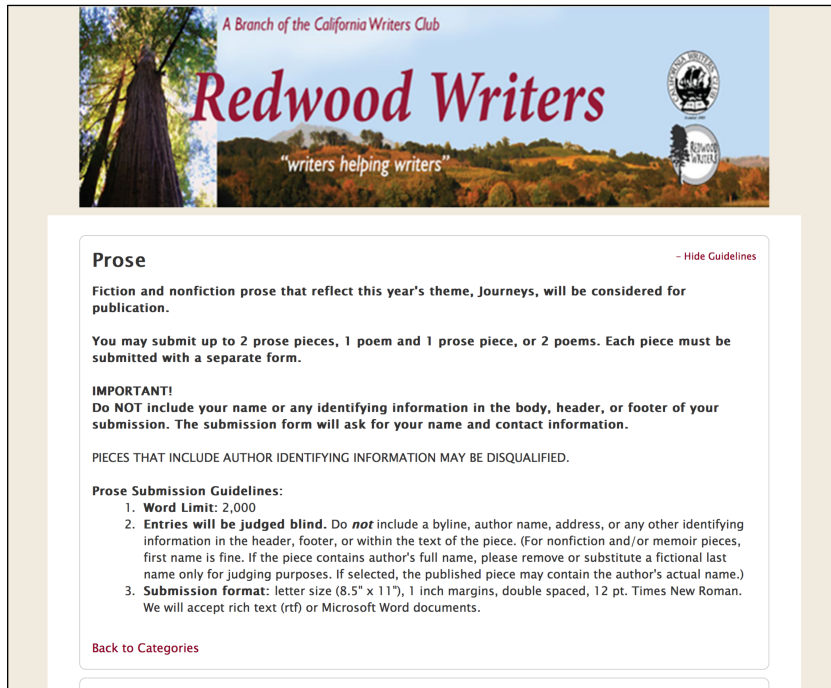
**Poetry** + Show Guidelines  
Ends on 3/1/2015

**Prose** + Show Guidelines  
Ends on 3/1/2015

To start, click the submit button for the category of the piece you want to submit.

To display guidelines on this page, click the "+ Show Guidelines" Links

2. In this example, I selected the Prose category. At the top of the screen, you will see the submission guidelines.



A Branch of the California Writers Club

# Redwood Writers

"writers helping writers"

**Prose** - Hide Guidelines

Fiction and nonfiction prose that reflect this year's theme, Journeys, will be considered for publication.

You may submit up to 2 prose pieces, 1 poem and 1 prose piece, or 2 poems. Each piece must be submitted with a separate form.

**IMPORTANT!**  
Do NOT include your name or any identifying information in the body, header, or footer of your submission. The submission form will ask for your name and contact information.

PIECES THAT INCLUDE AUTHOR IDENTIFYING INFORMATION MAY BE DISQUALIFIED.

**Prose Submission Guidelines:**

1. **Word Limit:** 2,000
2. **Entries will be judged blind.** Do *not* include a byline, author name, address, or any other identifying information in the header, footer, or within the text of the piece. (For nonfiction and/or memoir pieces, first name is fine. If the piece contains author's full name, please remove or substitute a fictional last name only for judging purposes. If selected, the published piece may contain the author's actual name.)
3. **Submission format:** letter size (8.5" x 11"), 1 inch margins, double spaced, 12 pt. Times New Roman. We will accept rich text (rtf) or Microsoft Word documents.

[Back to Categories](#)

3. At the bottom of the window is a form. Enter your name and email address and create a password. The selection committee will not have access to this information until after pieces have been selected for the anthology.

You must create an account or sign in to continue. Enter your information to create a new account below. If you already have a Submittable account, please **log in now**.

### USER ACCOUNT INFORMATION

**First Name**

**Middle Initial**

**Last Name**

**Email**   
You must use a valid email address to receive confirmation / notifications regarding your submissions.

**Password**   
Your password must be at least 6 characters.

**Confirm Password**

[Create Account and Continue](#)

4. On the next page, enter your address, including city, zip code, country, and phone number. Then click the SAVE ADDRESS AND CONTINUE button. This will take you to the submission form as seen on the next page.

### PHYSICAL ADDRESS

Address 1	<input type="text" value="1185 ROSS CIR"/>
Address 2	<input type="text"/>
City/Town	<input type="text" value="Napa"/>
State/Province	<input type="text" value="California"/> <small>Within US &amp; Canada</small>
State/Province/Region	<input type="text"/> <small>Outside of US &amp; Canada</small>
Zip/Postal Code	<input type="text" value="94558"/>
Country	<input type="text" value="United States"/>
Phone	<input type="text" value="707-252-5696"/>

[Save Address and Continue](#)

5. Complete the form in full, including the check boxes. All fields are required. When you are done, click the SUBMIT button. Alternatively, you can save the draft of the form and come back later to complete it.

**Membership Verification \*** I verify that I am a current member of the Redwood Writers Club.

**Title \*** Enter a title for your submission.

**Check the following list to ensure your entry is ready for submission: \***

- less than 2000 words
- double spaced
- 1 inch margins
- 12 pt. Times New Roman font
- No byline or identifying information anywhere in the body or header/footer of the piece

**Bio \***

Enter a 50-word bio, leading with your name and written in 3rd person. It should include any credits or credentials you would like to include and something personal about you.

Example: Amber Lea Starfire is an author, editor, and writing teacher whose passion is helping others write and publish their stories. Author of Not the Mother I Remember: A Memoir and Week by Week: A Year's Worth of Journaling Prompts, Amber enjoys photography and spending time in nature.

**Prose Document Upload \***

Acceptable file types: doc, docx, rtf.

no files selected

No files have been attached yet.

**Submission Guidelines Acknowledgment \*** I acknowledge that I have read and agreed to the submission guidelines for the 2015 anthology. I understand that, if selected for publication, I will be assigned an editor who will assist me with the revision and publication preparation process.

To upload your piece, click the Choose Files button, navigate to your document, and choose. The file will upload automatically.

Enter a 50-word bio, leading with your name and written in 3rd person. It should include any credits or credentials you would like to include and something personal about you.

Example: Amber Lea Starfire is an author, editor, and writing teacher whose passion is helping others write and publish their stories. Author of Not the Mother I Remember: A Memoir and Week by Week: A Year's Worth of Journaling Prompts, Amber enjoys photography and spending time in nature.

- Once you have submitted the form, you will see the following acknowledgement. You will also receive an acknowledgement via email.



- If you have more than one piece to submit, click the "Back to Categories" link under the green box.