

Encircle Publications, LLC
Annual Chapbook Contest Details
Winner Each Year Receives 50 Copies and \$100

***Guidelines must be followed precisely*. \$15 entry fee is non-refundable.** Entry fee must be paid through our online link (see Submission Process, below) no later than September 1 each year; any entry fee received after September 1 will automatically roll over towards the following year's chapbook contest. **Your e-mail address must be entered at time of payment as it identifies your manuscript.**

Submission Process:

- 1) Make online payment of entry fee through the following link:
<http://www.encirclepub.com/store/product/entry-fee-chapbook-contest>.
- 2) You will receive an order confirmation by e-mail.
- 3) Within three business days after we receive your entry fee, you will receive an e-mail from Encircle Publications, LLC requesting your manuscript. Please submit your chapbook manuscript **according to guidelines below** by e-mail to:
info@encirclepub.com

Manuscript Guidelines:

- 1) Within one week after your manuscript has been requested, using your e-mail address as your subject line (your manuscript identifier), send manuscript in a Word document attachment. In the body of your e-mail, list name, mailing address, e-mail address, and telephone number (in case we have questions). **State that the poetry you are submitting is your original work, that you currently hold rights to it, and that *no work in the manuscript is currently under review elsewhere (whether to individual journals or other contests*).**
- 2) On the Title Page, list contact information again (name, mailing address, e-mail address, and telephone number) in lower right-hand corner. Place the manuscript title in the middle of the page in larger, bold type. Throughout the manuscript, use Times New Roman (or a similar font) in 12-point size (excepting title). **DO NOT LIST ANY CONTACT INFORMATION ON SUBSEQUENT PAGES WHATSOEVER (i.e. NOT IN A HEADER/FOOTER) AS IDENTIFYING MATERIAL WILL BE SEPARATED FROM MANUSCRIPTS DURING THE REVIEW PROCESS TO INSURE THAT JUDGING IS AS UNBIASED IS POSSIBLE.** Please use Word's option to number the document pages if possible. *The Aurorean* editors' decision regarding winning manuscript is final.
- 3) Include a Dedication Page (optional).
- 4) Include an Acknowledgements Page for any work that has been previously published (online or in print). Follow standard form for acknowledgements; list previous publications in alphabetical order by name of publication. Again, to keep judging as unbiased as possible, do not include in your manuscript any poems that have been previously published or submitted to *the Aurorean* or *the Unrorean*. (If your manuscript is declared the winner, the editors may request your permission to include such poems in the final manuscript if they are available for a reprint.) Hypothetical acknowledgements might read as below:
The author wishes to acknowledge the editors of the following publications in which these poems appeared, some in slightly different versions:
LMNOP Quarterly: "Summer Solstice"
XYZ Magazine: "Spring Fever"
123PoetryOnline: "Poetry Walk"

5) Include a Contents Page listing poem titles in order of appearance in manuscript.
6) Include up to 26 pages of poetry at 34 lines (including stanza breaks) per page. (Poems can be longer or shorter than 34 lines, but only use 34 lines maximum per page out of 26 pages total.)
For wide poems/prose poems: maximum character width per page is 75. Double-check any epigraphs, quotations, dates or real place names for accuracy.

* * *

You will receive e-mail confirmation of manuscript receipt within three business days.

Poetry may be theme-related. We have no specifications for subject matter; we will be looking for finely-crafted poetry that speaks to a broad audience. We will also look for a cohesive collection. Keep “sections” to a minimum if you must break your manuscript into sections. Nothing hateful, vulgar. No love poetry or dogma. Our tastes lean toward non-rhyming free verse, but we appreciate finely-written poetry in traditional forms.

Winner will be notified by e-mail early October each year. Information on winning chapbook and ordering information will be available on our website in early November each year. Upon publication (early December), winner will receive 50 copies and \$100. As well, 10% royalties on retail price will be paid (quarterly beginning in March of the year following publication) to winner from any sold by Encircle Publications.

In addition, author may purchase additional copies at 50% off retail price (plus shipping) while under contract with Encircle Publications.

Encircle Publications, LLC is solely responsible for design/production/setting retail price of chapbook. Chapbooks will be professionally printed and winner will be asked to sign a five-year exclusive contract stating terms.