

## ***The Reach of Song*** **Electronic Submission Guidelines**

For the next edition of *The Reach of Song*, the Editor will accept submissions beginning January 1, through the 3<sup>rd</sup> Friday of February, from members in good standing of the Georgia Poetry Society. The Society encourages all current members to submit works for *The Reach of Song*, although membership does not guarantee inclusion. In addition to member poems, the collection will contain the winning poems of the most recent youth and adult contests, as well as the recipients of The Awards for Excellence among member poems. The anthology will be available in July at the Summer Quarterly GPS meeting.

Please submit **two poems** for consideration. Entries:

- (1) must be 40 lines or fewer,
- (2) must not have been previously published in *The Reach of Song*, and
- (3) must not have won a cash prize in any state-wide poetry competition.
- (4) Submissions may be on any subject and may follow any form.

Two nonmember judges will rank the works. Those receiving highest marks will qualify for First-, Second-, and Third-Place Awards for Excellence. The poems receiving these awards will be published in *The Reach of Song* and the award recipients will receive free copies of the anthology. No more than one poem per poet will be included in the Member Section. Each poet will receive a proof of the poem chosen for publication, with a request for a prompt response.

### **How to Enter Your Poems**

1. Your poems should be sent in one email as detailed below.
2. Subject line: Must say, "Reach of Song - Your Last Name"
3. Body of Email: List your name, address, email address and phone number at the beginning of the email. Then list the names of the poems you are submitting.
4. Include a Word document as an attachment for the two poems you are entering. This attachment will have both the poems being entered with no identifying information.

## How to Submit Multiple Poems in One Document:

- a. Open the file containing the first poem. Triple click in the left margin to select the entire poem. (Or do a "select all".) Press CTRL + C to copy the poem (PC) or press Command + C to copy the poem (Apple).
- b. Open a new, empty document. Press CTRL + V (PC) or press Command + V (Apple) to paste the copied poem into the document.
- c. Click on a line after the end of the poem. From the menu, click "Insert", then click "Page Break". This will mark the end of your first poem and create a new, blank page in the document following the poem.
- d. Open the file containing the second poem. Continue to repeat steps a and b. until the two poems you want to submit are contained in the document with each poem beginning on a new page. When you are finished, remember to save the document.
- e. Do a "Blind Copy" to yourself if you want a record of this email.

Entries must be received no later than **the 3<sup>rd</sup> Friday in February**.  
Email them to:

[nzcrgreen@gmail.com](mailto:nzcrgreen@gmail.com)

Member questions may be posted by email: [nzcrgreen@gmail.com](mailto:nzcrgreen@gmail.com) or  
by telephone at 706-348-8984