



Contributor Guidelines for Sending Files to *The Wall*

The Wall is a title we keep in defiance of any current, uncharitable use. We refer you to Shakespeare's play within a play in *Midsummer Nights Dream*, where the simple craftsmen who produce it meant it to serve as a means of communication between lovers. We strive to offer literate, fine content that can be read in or about one hour and we strive to honor original languages whenever possible, but printing those first, along with their English translation.

For all submitted work:

- 1) Please send all documents, pdfs, and jpgs as email attachments to wittypartition@gmail.com
We will also accept zip files that include a folder containing the whole submission.
- 2) Documents should be in MSWord .doc or .docx. Plus a pdf version ("Save as pdf" in most print options.)
- 3) If images are to be included in your text please also be sure they are embedded and captioned (with proper credit given) in your pdf version so we can see preferred format, size, and placement. And, please, send jpg copies as well.
- 4) Please include all captions and credits for jpgs at the bottom of the Word text file.
- 5) Where applicable, please include capsule bios at the bottom of the text file(s).
- 6) Format for text files:
 - Please use Times, or Times New Roman font.

- 12 point type, double spaced
- Text should be flush left, rag (unjustified) right
- Use block paragraphs (no indents) with an extra line space between paragraphs
- We realize the importance of diacriticals in other languages, but our knowledge of them may be limited, so when or if you are sending the original with a translation, please be sure all such notations are correct.

7) Some of our readers have limited bandwidth, so try to avoid large files (e.g. large media files); and do check with us if you have music/voice files that you wish incorporated.

8) Please adhere to deadlines: five weeks before approximate publication date.

To our esteemed guest curators:

Please do read over these guidelines carefully, as you have kindly agreed to do a bit more. In addition to following formatting guidelines (below), **please submit all work together**. We're a small operation and one by one in multiple emails soon becomes a tech nightmare. Obviously with large files you may need an extra email with attachments, but please, keep the number down.

As with all other contributors, rights to others' work and to images not your own should be cleared by you.

We look forward to a fruitful discussion and collaboration with our curators. We do, however, reserve the right to reject something that may not, in our opinion, seem appropriate for *The Wal*.

We are grateful for your contributions, and we look forward to some exciting work!