

DIVERGENT WORDSMITHS

General Submission Guidelines (Short Stories)

(Issued: 14/05/22)

As issued, the document outlining **Rules and Expectations of the Submission Process** is exactly that. These terms, rules and recommendations exist to provide clarity on what is and isn't expected of **Authors** working with **Editors**, and vice versa. This document applies to those submitting **short stories** to **Divergent Wordsmiths**.

1. **Word Count:** Between **5000** and **7500** words.

2. **Recommended Story Formatting:**

Font style and size: **Garamond** (or **Times New Roman**) with a 12pt size.

Page dimensions: A recommended width of 15 centimetres and a height of 20 centimetres with a 1.27 centimetre margin on all sides for prose (so a working area of 13 centimetres by 18 centimetres). That said, a 1 cm margin would be perfectly fine for any illustrations.

File format: *.doc, *.docx or *.rtf file formats¹.

Once your **Pitch**, **Synopsis** and/or **Draft** is complete, send your material to the **Submission Email** using the following subject line as a template:

[SUBMISSION] Your Story's Name (Your Name)

Likewise, in the **Email Body**, the initial **Pitch** should resemble the following example:

TITLE: The Intrepid of Lom

AUTHOR: Joanna Smythe

DOCTOR: The Second Doctor (Patrick Troughton)

¹ Please check as *.pdf and similar file formats will be rejected.

COMPANION(s): Jamie McCrimmon (Frazer Hines), Zoe Heriot (Wendy Padbury)

SUMMARY²: “Caught in a space battle en route to Halcyon Beta, the trio are separated in the destruction of Space Station Lom. The Doctor and Jamie are drafted into the Zetan navy and forced to earn the trust of and later command a contingent of soldiers in order to get everyone out alive and retrieve the TARDIS. Not too far away, Zoe is forced to repair the battle computer of the opposing enemy force knowing that whether she's complicit or opts for sabotage, her actions will result in severe loss of life.”

3. **Non-Negotiable Elements:** Submissions are converted into **UK English spelling** as part of a wider synthesis to our **House Style**. **Fundamental spelling and grammar changes** are **non-negotiable** in a **Submission**.

*Exceptions to this rule include a **deliberate juxtaposition of in-universe dialects and/or languages for slang, honorifics or loanwords**. Please make this clear in the initial **Pitches**.*

4. **Negotiable Elements:** **Narrative choices** are **negotiable** and **discussions** of such are **encouraged** between the **Editor(s)** and the **Author(s)**. However, **implementation** of these choices **will vary** depending on whether the **Editor(s)** is/are responsible for **line editing** (typos and grammar) or **structural editing** (format, pacing, characterisation, etc.). Unless otherwise stated in correspondence, it's **recommended** (and, indeed, **anticipated**) that **the Author(s)** will assume the duty of any rewrites, as mutually agreed between **Author(s)** and **Editor(s)**.
5. **Keyword Formatting:** Stylistically, the following **terms** will be altered to the **House Style**:
- When appearing in mid-sentence, ‘the Doctor’ and similar definite articles appear in lowercase before their title.
 - The ‘TARDIS’ is an acronym represented in uppercase with a lack of punctuation.
 - The dimensions of ‘Space’ and ‘Time’ are capitalised from the more casual mentions of, for example, breathing ‘space’ or allotted ‘time’.
 - “Double quotation marks, with ‘single quotes within’, are used to represent external dialogue.”

2 No more than 250 words.

- —Wholly translated dialogue (beyond the TARDIS’s telepathic circuits) is represented with an em-dash where opening double quotation marks would otherwise be used.
 - *Internal or telepathic dialogue appear in italics.*
 - Words in languages other than English are portrayed in italics, *n'est-ce pas?*
 - Paragraph breaks are represented with ‘~~~’ for later formatting.
6. **Expected Number of Drafts:** It’s expected that the **Submission** should go through the drafting process **three times**, at most, before declaration of a publishable work. This is to accommodate a **reasonable workload** for the **Editor(s)** and a **clear, achievable benchmark** for the **Author(s)**. **Exceptions** to this process, where necessary, **require express written dispensation** from the **Publisher**. **Unauthorised (and repeated) breach** of this agreement **results in forfeiture of publication** for the **Author(s)**.
7. **Deadline Extensions:** Deadline extensions can be requested through the **Editor(s)**. Be aware, though, that permission will be determined based on a case-by-case basis. The pre-existing workload of the **Author(s)** will play a strong part in determining whether or not the request is processed. A contributor with **Full** or **Partial Drafts** will be considered more favourably than those with only a **Pitch**.
8. **How and When to Advertise:** By submitting to **Divergent Wordsmiths**, it is agreed that the **Submission(s)** **will not be advertised publicly** without express permission of the **Publisher** until **Divergent Wordsmiths** has released its own **promotion**. This is to prevent miscommunications during the publication process and manage the expectations of readers accordingly. After **Divergent Wordsmiths** promotion, the **Author(s)** has/have free reign to advertise their work.
9. **Author-Editor Inquiries:** **Questions** regarding the **Author’s own Submission(s)** can be messaged to the **Submission Email before, during** and **after** the drafting process. Questions regarding **other Authors** (who exist outside the agreement of a **co-authorship**) will not be answered to **maintain the privacy** of the **Author(s)** and their **Submission(s)**.

As the Doctor once said, “Courage isn’t a matter of not being frightened, you know. It’s being afraid and doing what you have to do anyway. Just as you did.”