

# FIRST STORY

Changing lives through writing

## Anthology Publication Crib Sheet

### Deadlines

We need a minimum of 11 weeks to turn your manuscript into a published anthology and have it delivered to the school. We aim to deliver anthologies a week before launch.

#### If you have a confirmed anthology launch date:

- Please share this with us as soon as possible.
- We will then confirm your manuscript deadline (which will be 11 weeks before your launch date).
- Your anthology delivery date will be one week before this date.

#### If you do not have an anthology launch date yet:

- **You must select a delivery date** for us to work towards by **Wed 1st March**.
- You may confirm your launch at a later date, as long as it is at least one week after your requested delivery date.
- We will calculate 10 weeks before this date, which will be the absolute deadline for you to submit your manuscript to us.

**NB all IP consent forms should already have been sent to First Story ahead of this date.**

### What do we need from you?

The following is due to Jay Bhadracha (jay.bhadracha@firststory.org.uk):

- Confirmed anthology delivery date (1 week before your anthology launch date) & List of Contributors by Wed 1<sup>st</sup> March.
- Manuscript including writer's introduction, teacher's/librarian's foreword, contents page, student writing and student biographies
- Cover brief (or artwork if relevant)
- Inside artwork/photos (optional)
- IP consent forms (should have been sent before)
- **Anthology delivery date & List of Contributors:**
  - o Please see 'Deadlines' information above:
    - **You must tell us your anthology delivery date by Wed 1<sup>st</sup> March (even if you don't have a launch date confirmed).**
  - o We are also requesting a 'List of Contributors' according to the school register at this stage too. This should include every student submitting a piece in the anthology, and the teacher/librarian(s) providing the Foreword and any pieces.
    - This will ensure that we can check for IP consent forms and ensure the consistency of the spellings of students' names.
- **Manuscript:**
  - o Length:
    - Between 40-70 double spaced, typed A4 pages in 12pt Times New Roman, emailed as word document.
    - NB: maximum manuscript length includes introduction, student writing, biographies and any illustrations. It does not include contents page or acknowledgements.

- The full manuscript must have been copy edited by the writer before submission.
    - Tips on copy editing and layout doc – on Forms and Resources page of First Story website. Any instructions to the typesetter for any formatting or paging should be put in square brackets.
  - Must include (in order):
    - Contents page (with xx for page numbers) – use contents page template
    - Writer’s introduction (500-800 words)
    - Teacher’s/Librarian’s Foreword (500-800 words) – what FS means to you and the students.
    - Student writing in order of contents page – layout for each piece as follows:
      - Title in bold
      - Student name beneath
      - Piece
    - Student biographies (up to 200 words – must include every published student) **If not, please let us know.**
  - NB: Teacher must get SLT approval of the insides of the anthology at First Proofs stage (see table below) and confirm by completing ‘Anthology SLT Sign off Form’ and emailing to [jay.bhadricha@firststory.org.uk](mailto:jay.bhadricha@firststory.org.uk). **We can’t publish the anthology without approval from SLT.**
    - Teacher must double check the spelling of every instance of every pupil’s name and check that each piece is attributed to the correct student. The school register list of contributors will help with this.
- **Cover brief/artwork:**
- Please complete a ‘Cover Design Briefing form’
    - We then pass this on to our designers to work into a cover. The more detailed these are, the more help the designer has and the more likely the cover will be as you want it!
  - Please talk to your First Story students about how they want the cover to be designed.
  - Students can design their own cover – either First Story students, or through a collaboration with other departments in the school. If this is your plan, please use the ‘Anthology Cover Design Template’ as this has dimensions you need for the front cover and back ribbon.
    - Please also tell us as we may have facilities to create high res scans of the artwork. If you scan the artwork, it must be at least **600 dpi**.
  - Do take advantage of your contacts – if you have friends who are designers or other contacts who may want to help students with the artwork, please do encourage them to get involved!
  - NB: Teacher must get SLT approval of the cover as soon as a cover mock-up has been sent to you (see table below) and confirm by completing ‘Anthology SLT Sign off Form’ and emailing to [jay.bhadricha@firststory.org.uk](mailto:jay.bhadricha@firststory.org.uk). **We can’t publish the anthology without approval from SLT.**

- **Inside artwork/photos:**
  - o Inside artwork:
    - This is optional – some student illustrations can be included. These will be in black and white.
  - o Photos:
    - It's possible to include a photo of each student or a group photo at the end, but you must check with the school child protection policy on this – we cannot be liable for any images of students contained within the anthology.
    - Some schools have included one group photo at the end rather than individual photos of students, which is often a better option as it doesn't name the students individually.
  - o Format for any illustrations/photos: jpg, png, PDF scanned to at least 300 dpi.
  - o NB images take up pagination space, so please consider this when submitting inside artwork. A general rule of thumb is that a picture may take up one anthology page.
  
- **IP consent forms:**
  - o **We cannot publish a student's work without the original IP consent form, signed by both student and parent.** We have had to remove pieces of work from anthologies in the past because we haven't had IP consent forms, so please ensure we have an IP consent form for each student listed in the contents page *before* the manuscript is sent to us.
  - o **Absolute deadline for IP consent forms: Wednesday 1<sup>st</sup> March 2017.**

## Anthology delivery

First Story provides a number of free copies of each anthology:

- o Two anthologies per student (NB calculated from students in the contents)
  - o Five anthologies for writer
  - o Five anthologies for school
- First Story also orders at least 10 copies of each anthology for our own shelves.

**NB: you may order additional anthologies when completing 'Anthology SLT Sign off Form' (and are of course encouraged to do so!). These will be charged at £5 per anthology.**

### Delivery address:

- We will send your copies of the anthology direct to the school:
  - o We will let you know how many of these are for First Story. The First Story member of staff who attends your launch will collect these then. Please ensure these are kept separate to the schools anthologies.

## Notes

### **Obtaining work from students:**

It isn't always a simply process for writers to obtain the work from your students, as you are not allowed to email them directly. So start asking for pieces early!

Some methods writers use to get pieces are:

- Students email pieces to teachers and teachers forward on the files
- Use the internal school network or a platform like Edmodo – may be able to give writer access to this
- Create a dropbox that the teacher adds pieces to, to which the writer has access
- A communal memory stick to which students save their work

## Publication process

Process	Who?	Action
First Story receive delivery deadline by Wednesday 1 <sup>st</sup> March.	Teacher	Teacher to send: <ul style="list-style-type: none"> <li>- Launch Date (or delivery date if not known)</li> </ul>
First Story receive manuscript, cover brief and inside artwork by agreed deadline date given by FS (will be 11 weeks before anthology launch date).	Writer	Writer to send: <ul style="list-style-type: none"> <li>- List of Contributors according to school register.</li> <li>- Manuscript</li> <li>- Cover brief (&amp; cover artwork if relevant)</li> <li>- Inside artwork (optional)</li> </ul> <p><b>Must be sent 11 weeks before your anthology launch date</b></p>
First Story check names in contents against IP consent forms we have on file. Will flag up any not on file at this stage.	First Story and teacher	Teacher to chase any missing IP consent forms urgently. <p><b>NB: pieces cannot be published without IP consent forms.</b></p>
<b>Manuscript:</b> Manuscript sent to external copy editor. <b>Cover:</b> Cover brief/artwork sent to designer.	First Story	<b>We must have your 'Cover Design Briefing form' or 'Anthology Cover Design Template' for student artwork.</b>
<b>Manuscript:</b> Copy edited manuscript sent to writer and teacher to approve any changes made.	Writer and teacher	Sign off or query copy edited changes – approx. 3-5 days turnaround.  Teacher to schedule time to review corrections with students.  Teacher to request additional copies of anthology to be ordered (charged at £5 per anthology via SLT form). See page 5 for number of free anthologies school will receive.  <b>You must flag if you have a problem with any changes at this stage.</b>
<b>Cover:</b> Cover concept sent to writer and teacher to proof and approve.	Writer and teacher	Flag any changes to cover concept or text amends – approx. 3-5 days turnaround.  <b>Teacher must get SLT approval of cover at this stage and confirm by completing 'Anthology SLT Sign off Form'. Cannot proceed without this.</b>
<b>Manuscript:</b> Manuscript sent to be type set.	First Story	

<p><b>Manuscript:</b> First proofs sent to writer and teacher to read in full.</p>	<p>Writer and teacher</p>	<p>Sign off or query first proof changes – approx. 5-7 days turnaround.</p> <p>Teacher to double check every instance of every student name is spelt correctly.</p> <p>Write to double check correct pieces are attributed to correct student name.</p> <p><b>Teacher must get SLT approval of insides at this stage and confirm by completing ‘Anthology SLT Sign off Form’. Cannot proceed without this.</b></p>
<p><b>Manuscript:</b> First proof corrections sent to type setter. Second proofs received and checked to ensure all amends made.</p>	<p>First Story</p>	
<p><b>Cover:</b> Revised cover sent to writer and teacher to approve.</p>	<p>Writer and teacher</p>	<p>Final approval of cover design – approx. 1-2 days</p>
<p><b>Manuscript:</b> Second proofs sent to writer and teacher to check amends.</p>	<p>Writer and teacher</p>	<p>Sign off final amends – approx. 2-4 days turnaround.</p> <p><b>Final chance to flag any last minute amends.</b></p>
<p>Final changes sent to typesetter. First Story approves final version and confirms manuscript and cover have been sent to print with writer and teacher.</p>	<p>First Story</p>	<p>Printers take four week to print.</p>
<p>Anthologies delivered either to First Story or to school on delivery date.</p>	<p>First Story</p>	<p>See below for more details.</p>

**A note on copyright:**

Please note: the author of the work is responsible for acquiring permission to quote from a work in copyright. (This includes song lyrics – the right to quote these can be expensive! But there is no copyright in song titles.) A writer can quote from somebody else’s work ‘for purposes of criticism or review’ as long as ‘sufficient acknowledgement’ (a reference) is given.

**If you have any copyright queries or pieces you think might have copyright issues, please flag these with Jay when you send in the manuscript.**