FIRST STORY
Changing lives through writing

Anthology Publication
Crib Sheet

Deadlines

We need a minimum of eleven 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, and at the latest by 1st March.
- We will then confirm your manuscript deadline (which will be eleven weeks before your launch date).
- We aim to deliver your anthologies a week before your launch.

If you do not have an anthology launch date yet:

- **You must select a date** for us to work towards by **1st March.**
- You may confirm your launch at a later date, as long as it is at least one week after your requested date.
- We will calculate ten 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 by 1st March.

Obtaining work from students:

It isn't always a simple process for writers to obtain work from 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 (most fiddly)
- Use the internal school network or a platform like Google Classroom or 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

What do we need from you?

The following is due to First Story:

- Anthology launch date (or estimated date if not confirmed, see above) by 1st March.
- Manuscript including writer's introduction, 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:**
    - Please see 'Deadlines' information above. **You must tell us your anthology launch date by 1st March (or estimated date if you don't have a launch date confirmed).**

- **Manuscript:**
  - 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 maximum final page extent when printed is 96pp for a Year-long programme and 64pp for a Term-long programme.
  - The full manuscript must have been copy edited by the writer before submission.
    - Tips on copy editing and layout can be found in the First Story Writers' Guide and in 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 if unsure.
    - Writer's introduction (500-800 words)
    - Teacher's/Librarian's Note (500-800 words) – what FS means to the lead school staff member 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. **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.

- **Cover brief/artwork:**
  - Please complete a 'Cover Design Briefing form'
    - Even if you are adding supplementary material you must complete this form.
  - We've found that our favourite covers are ones where students will have an idea about a tone that they want to convey – a mood board and some elements that they would like to be included – without being too prescriptive about what shape the design might take. If the brief is too detailed, someone will invariably be upset about the outcome. So:
    - The mood board is the most important part of the cover brief.
    - Expect to compromise with the style of the illustrator/designer somewhat.
    - Simplicity is king. The simpler the idea, the better the cover.
  - Some websites with book covers for inspiration:
    - http://bookcoverarchive.com/
    - https://lithub.com/
  - Please talk to your First Story students about how they want the cover to be designed but expect to take some control over the direction of the cover.

- 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 see the last page of this guide for the overall layout of First Story covers.
    - The dimensions of the cover spread are: **269 mm x 204 mm** (including 3mm bleed and 5mm spine)
    - 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**.
    - Let us know if you're using ANY borrowed material – we will check whether we are free to use it in terms of copyright.
- 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. **We can't publish the anthology without approval from SLT.**

- **OPTIONAL: Inside artwork/photos:**
    - Inside artwork:
        - This is optional – some student illustrations can be included. These will be in black and white.
    - 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.
    - Format for any illustrations/photos: jpg, png, PDF scanned to at least 300 dpi.
    - 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:**
    - **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.
    - **Absolute deadline for IP consent forms: 1st March.**

Anthology delivery

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

- Two anthologies per student (NB calculated from students in the contents)
- Five anthologies for school
- Up to five anthologies for writer

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**.

We will send your copies of the anthology **direct to the school.**

Publication process

Process	Who?	Action
Manuscript collation and editing	Writer	Writer to collate pieces and structure manuscript. Process should start as soon as possible and be near completion by the beginning of the school summer term.
Plagiarism check	Teacher	Teacher to check through manuscript and ensure no pieces have been plagiarised.
First Story receive delivery deadline by 1st March.	Teacher	Teacher (with writer) to send: Launch date (or delivery date if not known).
First Story receive manuscript, cover brief and inside artwork by agreed deadline date given by First Story (will be eleven weeks before anthology launch date).	Writer	Writer to send: List of contributors according to school register. If able to. Manuscript. Cover brief (and cover artwork if relevant). Inside artwork (optional). Must be sent eleven weeks before anthology launch date.
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. NB: Pieces cannot be published without IP consent forms.
Manuscript: Manuscript sent to external copy editor. **Cover:** Cover brief/artwork sent to designer.	First Story	First Story must have 'Cover Design Briefing form' or 'Anthology Cover Design Template' for student artwork.
Manuscript: Copy-edited manuscript sent to writer to approve or reject any changes made.	Writer	Sign off or query copy-edited changes – approx. 3-5 days turnaround. Writer must flag if you have a problem with any changes at this stage.
Cover: 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. Teacher must get SLT approval of cover at this stage and confirm by completing 'Anthology SLT Sign-off Form'.
Manuscript: Manuscript sent to be typeset.	First Story	
Manuscript: First proofs sent to writer and teacher to read in full.	Writer and Teacher	Sign off or query first proof changes – approx. 5-7 days turnaround. Writer to double-check correct pieces are attributed to correct student name. Check content. Teacher to double-check every instance of every student name is spelt correctly.

		Teacher to request additional copies of anthology to be ordered (charged at £5 per anthology via SLT form). See above for number of free anthologies school will receive. Teacher must get SLT approval of insides at this stage and confirm by completing 'Anthology SLT Sign-off Form'. Cannot proceed without this.
Manuscript: First proof corrections sent to typesetter. Second proofs received and checked to ensure all amends made.	First Story	
Cover: Revised cover sent to writer and teacher to approve.	Writer and Teacher	Final approval of cover design – approx. 1-2 days turnaround.
Manuscript: Second proofs sent to writer and teacher to check amends.	Writer and Teacher	Sign off final amends – approx. 2-4 days turnaround. Final chance to flag any last-minute amends.
Final changes sent to typesetter. First Story approves final version and confirms manuscript and cover have been sent to print with writer and teacher.	First Story	Printers take four weeks to print.
Anthologies delivered to school at least one week before launch date.	First Story	Flag if anthologies haven't arrived a week before launch. Please let us know if it should be addressed to anyone/department in particular.

Copyright and Plagiarism

What is Copyright?

Copyright protects the intellectual and economic rights of creators. This includes literary, dramatic, artistic and musical works expressed in all media, from printed books to websites. As soon as you record an idea, for example by writing down the outline of a story, it is protected by copyright. Copyright is designed to ensure that works may not be used or reproduced without permission of the copyright holder, allowing creators to profit from their creations. As long as the work is original, copyright protection is automatic.

What to Do When You Want to Use Copyrighted Material

The author of the work (so the young writer, not First Story), is responsible for acquiring permission to quote from a work in copyright. (This includes song lyrics – the right to quote these can be expensive so, although we know young people often look to music to inspire them, we advise that you avoid quoting song lyrics. 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. Or when parodying, for the purpose of satire.

Copyright Infringement

Copyright infringement or breach of copyright occurs when someone uses a 'substantial' amount of someone else's work – although 'substantial' might sound vague, the law deliberately uses it in order to accommodate the length/nature of different works. For example, quoting a line from a poem or song would be substantial because the original piece would likely be very short, and each line is key to its creation.

The reasons third parties take legal action over breach of copyright is generally because someone is profiting from using their work, passing someone else's work off as their own, or using it in a way of which they do not approve.

Unfortunately, we see instances of copyright breach when manuscripts are submitted, and in some cases have had to remove pieces of work from the publication. When this hasn't been caught in time, we have had to pulp anthologies and reprint at a cost to the school, sometimes having to shift the anthology launch date.

It is for this reason that we encourage you as the Writers-in-Residence to talk openly about copyright and plagiarism. Tell them what copyright means to you as a professional writer and remind them that we want to hear their voices, their ideas, their stories – this is part of the central mission of First Story.

Explaining Plagiarism/Copyright to the Young Writers

We recommend:

- Explaining early on that First Story is primarily about their memories and stories and the concrete details about where the students come from. This type of writing, with concrete details drawn from personal experience, should mean that pieces aren't reliant on the work of others.
- If they do want to write something that is directly inspired by TV, the Internet, etc. (e.g. something copyrighted), please ask them to share this with you and with the First Story editorial team so that everyone is aware of it and we can determine if anything borrows/infringes too much on the above areas.
- Remember that any discussion that you have with them regarding plagiarism and copyright is supporting the work of their teachers and the school, so it is also valuable to your students in terms of their school learning. It is much better for them to gain an understanding that it is not acceptable to plagiarise through a First Story programme, than for them to fail a piece of coursework for that reason, further down the line.
- Ask that the students avoid quoting song lyrics.

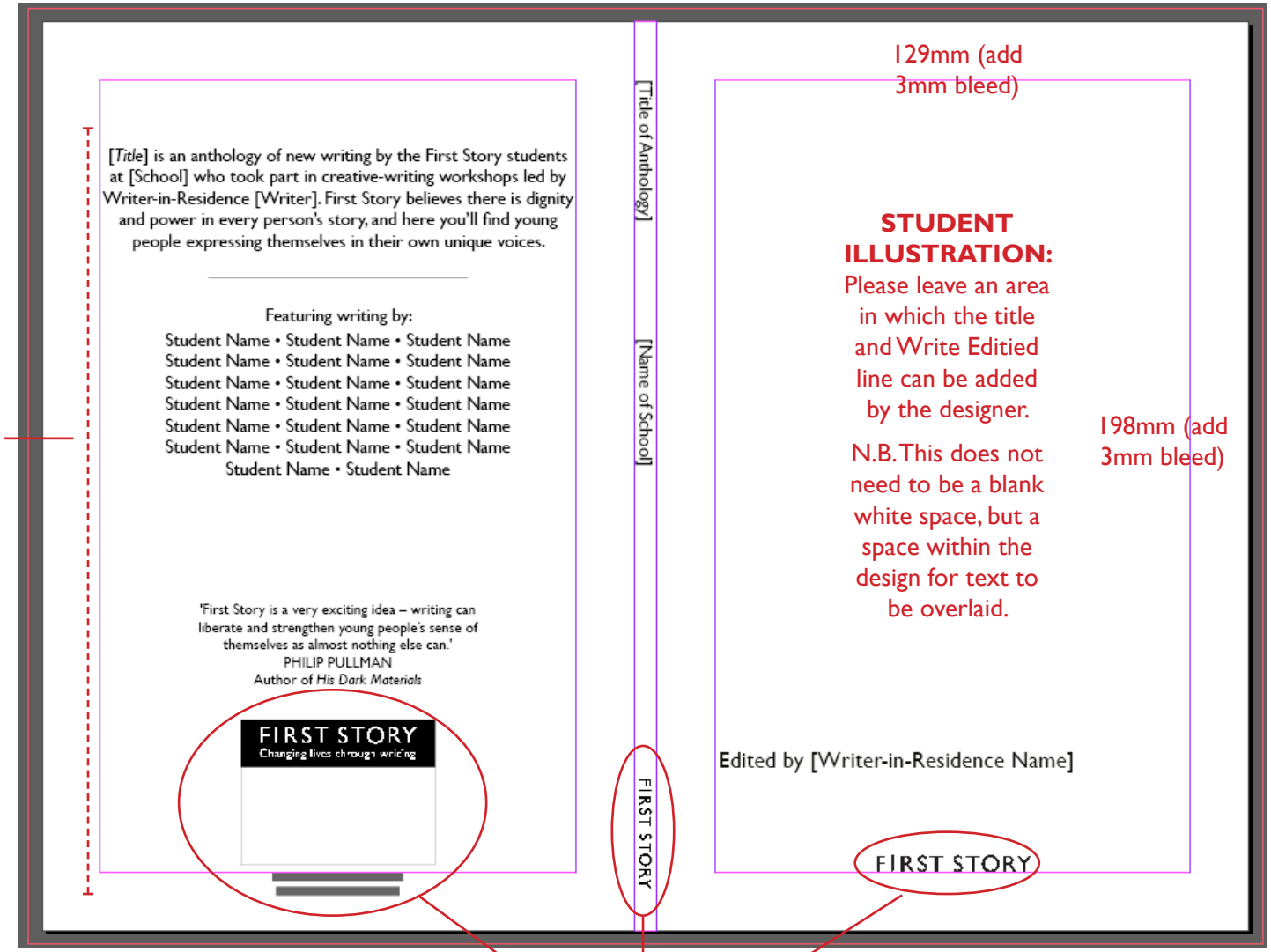
If you're ever suspicious that a piece of work hasn't been written by the student, please check via a search engine.

If a student turns in a piece of work that sounds different in tone, voice or style to their usual work, share it with a teacher and see what they think. You and the teacher will know the student voices best, so are best placed to detect something. Speak to the student sensitively, ask them how they came up with the idea, if it would be possible to see early drafts, etc. It's always best that it's caught early and can be dealt with in a sensitive way with the student in question.

COVER DESIGN GUIDELINES

STUDENT ILLUSTRATION:
Please allow space so this text (i.e. the blurb and student-author names) can be added by the designer.

N.B. This does not need to be a blank white space, but a space within the design for text to be overlaid.



These elements should always stay the same for all covers.

COVER FORMAT: Paperback B Format - 198mm x 129mm (add 3mm bleed)

First Story would like you to use the entire space if possible and be creative!

You do not need to stick to the Gill Sans font.

Elements that should always stay the same for all covers:

1. First Story logo placement and size on front cover
2. The First Story logo / placement on the spine.
3. Bar code area including credit.