

RICHMOND HILL PUBLIC LIBRARY 2018 WRITER IN RESIDENCE PROGRAM MANUSCRIPT SUBMISSIONS

January – April 2018

Richmond Hill Public Library's 2018 Writer in Residence **Trevor Cole** will critique manuscripts and meet with aspiring writers during his residency. The Library will accept manuscripts beginning **January 2, 2018**.

What may be submitted:

- Unpublished material only
- Novels
 - A plot summary and 10 pages
- Short stories and memoirs
 - A minimum of 5 pages to a maximum of 10 pages
- Non-fiction
 - A brief outline and the first 10 pages
- Poetry
 - No more than 10 pages
- Plays/Scripts
 - A summary and 10 pages
- All submitted material must contain a maximum of 250 words per page
- manuscripts for cookbooks, textbooks, or technical manuals will not be accepted

Guidelines:

- Members of Richmond Hill Public Library will be given priority in bookings
 - For information on Library membership, ask a staff member at any Library circulation desk
- Manuscripts must be submitted by the author of the work
- Only one manuscript per person may be submitted
- The Library reserves the right to limit the number of manuscripts accepted
- Manuscripts received after **April 16, 2018** may be returned without review because of time constraints of the residency
- Manuscripts will be reviewed on a first-come-first-served basis
- Richmond Hill Public Library is not responsible for returning manuscripts

How to submit manuscripts:

- Prepare a typed, double-spaced copy of your work, making sure you keep the original
- Include a cover page with your name, address, phone number(s), e-mail address, and the number of your Richmond Hill Public Library card (if applicable)
- Number the pages and include your name on each page of the manuscript
- Submit your manuscript to author@rhpl.ca
 - Please include your name in the subject line
- Allow 2 to 3 weeks for a response from the Writer in Residence
- Although electronic submission is the preferred method, you may also hand-deliver your manuscript to the 3rd Floor Information Desk of Central Library, or mail to:

Writer in Residence
Richmond Hill Central Library
1 Atkinson Street, 3rd Floor
Richmond Hill ON L4C 0H5