

"READING FOR LIFE" SUBMISSION FORM

(A submission form *must* accompany each submission.)

AUTHOR INFORMATION (Provide *all* requested information. Submit a separate form for each learner. Do *not* include multiple authors on a single form.)

Story Title _____ Submission Date _____

Author's Name _____ (as it will appear in the publication byline)

Author's Full Name _____ (if different from above)

Street _____ Town and Zip _____

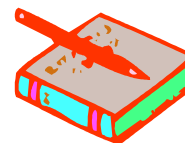
Phone: (Day) _____ (Eve) _____ Female _____ Male _____

E-mail Address _____ (if applicable)

Country of Origin _____ Native Language _____

Program: ESOL _____ Basic Literacy _____

Biography Included _____ Photo/Illustration Enclosed (optional) _____
(Items will not be returned. Photos should be labeled)



Consent to Publish:

I give full consent to have my writing published in "Reading for Life." (Author's initials) _____

TUTOR INFORMATION

Tutor's Name _____

Street _____ Town/Zip _____

Phone (Day) _____ (Eve) _____

E-mail Address _____

Regional AMTY _____ HUNT _____ MIDC _____ MMSH _____ RIVR _____ SBALC _____ BNL _____
Locations: (check one)



is an accredited ProLiteracy affiliate

(631) 286-1649 or Fax (631) 286-1668

Send items to: LITERACY SUFFOLK, INC.

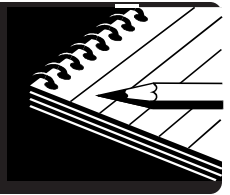
Attn: Reading for Life

P. O. Box 9000, Bellport, NY 11713-9000

Additional forms available on our website:

www.LiteracySuffolk.org

Guidelines to Writing for *Reading for Life*



Steps for Writing:

• Select a Topic

Choose something interesting to write about. Some people prefer to write poems, letters, or recipes (especially from your native country) instead of stories.

Select a “lead-in” sentence to get you started.

• Select an Original and Inviting Title

Avoid titles starting with “My,” “A,” and “I.”

A gripping title invites the reader to continue.

(Note: Story titles may be altered at the editor's discretion.)

Examples: Instead of “*My Trip to the USA*” try “**Halfway Around the World;**” rather than “*A New Life in America*” use “**Cultural Adventure;**” and “*I Like to Garden*” could become “**Gardens Bloom With Living Color.**”

• Add a Short Bio about the Author

However, if the story already contains personal information, **do not repeat** the same things in the bio—supply new information or omit the bio altogether.

• Include Quality Photos or Artwork (optional)

✓ Submit only good quality, high resolution photos!
Original artwork should identify the artist.

✓ Label photos and artwork with the author’s name and story title. Identify and describe photo content for caption. (i.e. *John and Mary at Disneyland in 2002*)

Important Steps before Submission

• Control the Length!

Stories should not exceed **500 words in length** (about one **typewritten page**). Stories exceeding 500 words may be shortened or rejected at the editor’s discretion.

• Edit and Revise

Tutors - Be sure to incorporate all editorial changes into the final version prior to submission for publication.

• Use a Computer (or Typewriter)

Submitted pieces **must** be typewritten on a computer or typewriter. (Handwriting is not always legible.)

• Complete Submission Form(s)

Complete all requested information! Submissions may be returned for correction or rejected at the discretion of the editor if guidelines are not followed and/or submission form is incomplete. *Never* submit students' writing without their knowledge and consent.

• Multiple Submissions

Please limit the number of submissions to one per author.

• **Submit the Writing** by E-mail, postal mail, inter-library mail, or FAX to 286-1668. (E-mail **only as a Microsoft Word attachment to admin@literacysuffolk.org**. In the “Subject” area write “Reading for Life Submission.”)

Useful Suggestions for Tutors

- 1.) Use past issues of “Reading for Life” to encourage your student(s) to express themselves in writing.
- 2.) Refer to “LITSTART,” Writing Strategy #60 (page 189) .
- 3.) The following Web sites may assist in the writing process:

- **Verizon Literacy Network:** "Writing Without Fear " <http://literacynetwork.verizon.org/tln/courses>
- **OWL:** <http://owl.english.purdue.edu/writinglab/>
- **About ESL:** <http://esl.about.com>

4.) Contact regional offices for assistance:

Huntington Sta. (HUNT)	547-6731
Amityville (AMTY)	264-0567 x17
Middle Country (MIDC)	585-9393 x267
Mastics/Shirley (MMSH)	399-1511 x215
Riverhead (RIVR)	727-3228 x126
Stony Brook (SBALC)	444-5272
Brookhaven Lab (BNL)	344-4894

5.) Tips for assisting learners to write for *RFL*:

- ✓ Use action words (verbs).
- ✓ Use descriptive language (adjectives).
- ✓ Vary sentence length.
- ✓ Edit for punctuation, spelling, length, and (sparingly) grammar.