Submission for *The Big Picture*

Please insert this page into your document and complete the required information. It helps to simplify the administration, editing and publication of your essay, poem, etc. Email your document to tbp@kirbylaingcentre.co.uk. Thanks!

# Required Information

1. Author Name:
2. Email Address:
3. Physical Address:

(We use this to send you a complimentary copy of the issue in which your piece features, provided that you live within one of our delivery areas. Leave blank if you aren’t interested in receiving a copy.)

1. Autobiographical Information; max. 40 words:

(This bio is published as an outro to your piece.)

1. Editing Preferences (delete what is not applicable):

*I will make any changes / Suggest edits for me to approve / I trust TBP to make edits without my approval / Other (please explain)*

(We routinely edit for length and clarity, which may involve cutting, restructuring and even rewriting of passages; this question gives us an idea how you would like us to involve you in the editing process.)

# Optional Information

1. Promotional Summary; max. 40 words:

(We use this to promote your piece; leave blank if you are happy for an editor to create this for you.)

1. Images: We welcome photography and artwork, but we need high-quality images for which you own (or can secure) publication rights. Delete what is not applicable:

*I own the supplied image(s) and give TBP permission to publish. / I have been given permission to publish and will supply it by email to TBP.*

(Please ensure that images are at least 1000 pixels wide and please email them as attachments to tbp@kirbylaingcentre.co.uk. Images pasted into a word-processing document tend to be automatically compressed and unusable.)

# Additional Notes:

It is helpful to us if you do the following:

* Supply your name and article title as you’d prefer them to appear in print.
* Make your text as short as possible; 1500 words (2000 for features) is our maximum and submitting longer pieces may cause them to be cut shorter or sent back to you for revision.
* Do not change the formatting of your document, except for using ordinary bold, italic, and footnote formats. Changing fonts and spacing interferes with the ability of our software to import your text cleanly. Just type in the Normal paragraph style and don’t worry about how it looks.
* Please provide *complete* footnote references to sources.

Be aware that we can’t use every submission we receive, though we are very grateful for every article that our community writes for us. In the event that an article does not make it into the forthcoming issue, we may hold it over for use in a subsequent issue. We endeavour to notify our authors if an article is delayed or rejected, though we regret that, as a small and busy team, this does sometimes fall through the cracks.