CALL FOR SUBMISSIONS
The Agora Volume 3

All PLATO members are encouraged to submit original poetry, prose, artwork and photography for the
PLATO Agora Volume 3 is scheduled for publication in September 2013. The Editorial Board welcomes all
contributions. Please note the submission guidelines, formatting instructions and publication process
outlined below.

Submission Guidelines

1. Only current PLATO members may submit material for consideration.
2. Submissions must be original, unpublished, and not infringe on any copyright.
3. Each submission must include a cover sheet with the member’s name, address, email address,
phone number, alternate address (if applicable) and genre of submission. The cover sheets for 1)
poetry and prose and 2) visual arts are available online at: www.seniorlearning.wisc.edu.
4. Submissions will undergo a blind review process; therefore, the contributor’s name must appear on
the cover sheet only and not on the manuscript, artwork or photograph. Upon receipt, Wendy Kerr
of the Department of Continuing Studies will enter the contributor’s identifying information into
the submissions database.
5. PLATO members may submit up to three pieces in each of the genres: poetry, prose, visual arts.
6. All submissions for the PLATO Agora, Volume 3, must be received by 4:30 p.m. on Wednesday,
February 1, 2013.
7. Poetry and prose submissions must be typed, traditional 12 point font (i.e. Times New Roman,
Arial), paper manuscripts. Electronic files of poetry and prose will not be reviewed. Poetry and
prose manuscripts must be mailed or hand delivered to the Division of Continuing Studies office,
addressed to:
   PLATO Agora
   Attention: Wendy Kerr
   UW Madison Continuing Studies
   21 North Park Street, 7th Floor
   Madison, WI 53715
8. Visual arts submissions must be emailed to platoagora@dcs.wisc.edu in digital file format. The
preferred format is JPG, although .TIF is acceptable. Do not send original artwork.
9. All submissions, poetry, prose, and visual arts, will be acknowledged via an email message,
recorded, filed and made available to the appropriate editors and their reviewers.
10. The journal editors are not responsible for materials that may be lost in mailing. Retain copies of all
the work you submit. Submissions will not be returned.
11. If you wish to withdraw your submission from consideration, please notify the editors in writing at
the address noted above as soon as possible.

Formatting Instructions on Back
Submission Formatting Instructions

**Deadline:** 4:30 p.m. February 1, 2013

**Poetry: Paper submission only**

1. The genre of your submission must appear on the cover sheet as well as on the top right hand corner of each page of your manuscript.
2. Use only one side of the paper and number the pages of poems that extend beyond one page.
3. Poetry should be punctuated and formatted as you wish it to appear in the publication. Clearly indicate stanza breaks, especially when they occur at the end of a page.
4. PLATO will publish poems of any length in traditional or experimental style. Poems longer than four pages, however, are less likely to make it into the journal.

**Prose: Paper submission only**

1. The **specific genre** of your prose submission—fiction, essay, creative non-fiction (i.e. memoir, travel, humor), must appear on the cover sheet as well as on the top right hand corner of each page of your manuscript.
2. Record the word count of the piece on the cover sheet, as well as on the top of each page. Prose submissions over 3,000 words will not be considered. (Example: essay/2,500)
3. Use only one side of the paper and number the pages. Prose manuscripts must be double-spaced.

**Visual Arts: Digital submission only**

1. Attach black and white or color digital files, .JPG or .TIF, of original artwork or photographs to an email and submit to platoagora@dcs.wisc.edu indicating **Artwork Submission** in the subject line. **Do not submit the originals.**
2. Attach the cover sheets for Visual Arts (Note there are **two cover sheets** for the Visual Arts—one for identification and one to inform reviewers.) to that email. Visual Arts cover sheets are available at: www.seniorlearning.wisc.edu.
3. Artwork and photographs will be formatted for publication.

**Publication Process**

1. All submissions will undergo a blind review led by the Poetry, Fiction, Non-fiction and Visual Arts Editors and their respective committees. Contributors whose submissions are selected for publication **will be notified upon completion of the review process, after June 1, 2013.**
2. If your work is selected, you are granting the PLATO Agora first North American publishing rights. The copyright reverts to the contributor after publication.
3. If your poetry or prose is selected for publication, you will be asked to re-submit your piece in a 12-point font Word .doc file. You must be able to respond to electronic communication from the editors. Inability to do so will prevent publication.
4. If your artwork or photography is selected for publication, you will be asked to re-submit your image in a high-resolution format of a minimum 300 dpi (dots-per-inch). Specifics for uploading high-resolution files will be given to artists upon selection.
5. Upon acceptance, contributors will be requested to provide a short biography of no more than 50 words that will be published with their work.

**General inquiries may be directed to:** platoagora@dcs.wisc.edu.