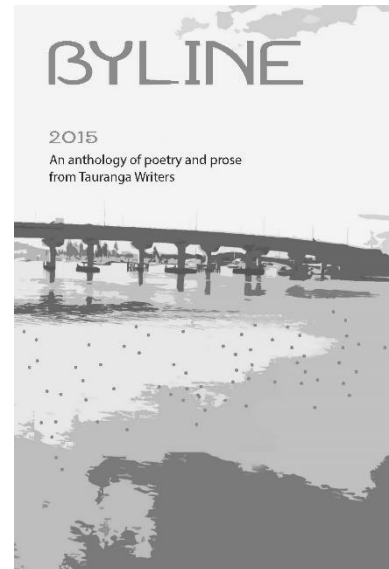




## BYLINE

### HOUSE STYLE

- Publication date: October, annual, last Friday of New Zealand Book Week.
- Publication type: journal, paperback and eZine, uploaded to Amazon as print-on-demand and Kindle.
- ISSN for paperback: 2423-043X; for Kindle: 2423-0448.
- Cover design: on file with Tyler McGrath at Printing.com, 17<sup>th</sup> Avenue, Tauranga. Colour changes annually. \*
- Size of the publication is a standard 12.5cm x 19cm.
- Font: Calibri, Pi11, 1.15 spacing.
- Author's name top left hand corner, small caps, Pi16, Bold.
- Titles of individual works in lower case, Pi14, Bold, Centred, one return below.
- Text begins one return below. First paragraph not indented, all others are – except where a deliberate space has been added to indicate change of location, topic, time, etc., when it is treated as a first paragraph.
- No spaces between paragraphs other than as above. Use Toolbar, Paragraph to set this as a default instruction on the template – tick box that is labelled 'Don't add space between paragraphs of the same style.'
- Poems as per writer's layout.
- If more than one poem is submitted, author's name to be repeated on poems 2 & 3. (As opposed to normal publishing convention. This makes for easier photocopying and accreditation in classroom use.)
- Instruction to contributors is as follows:
  - Financial members of Tauranga Writers are invited to submit prose – short stories, novel excerpts or creative nonfiction – up to 1500 words max.
  - Poems are limited to 32 lines as individual poems, or up to three short poems.
- Texts can be sent in Word.rtf, Word.doc, Word.docx, ODT, or in the body of the email.
- Documents/subject heading must define who texts are from, i.e. Byline [year] surname – and if more than one is submitted, send as separate documents and add 1, 2 or 3 as applicable.
- Up to three pieces for consideration, but editor/s will limit each prose writer to one text only, each poet to three poems maximum, in the final publication.
- Contributors must also submit an up-to-date contributor's note. M. 50 words.
- All work is edited and returned for contributors to check, proof and approve.
- If we use an illustrator you will be encouraged to work co-operatively with the artist.
- You must submit by the deadline, which is August 21<sup>st</sup> of each year.
- Inclusion is at the discretion of the editor/s and can be appealed to a full meeting.





**Cover colours so far:**

2015	Grey
2016	Pink
2017	Green

**PLEASE REMEMBER:**

A final note: *Byline* is where we showcase our members' work and it's always a high-quality publication, well-received and reviewed. Please ensure contributors give the editor/s their brightest and best.

**Our ISSN barcode:**



**Our QR code:**



**Notes:**

1. Editorial team, please always work with a copy of the previous year's issue beside you for checking and double-checking.
2. We use Printing.com, \*\* 17 Christopher Street, and they have a record of paper used for internal pages, and card used for cover. The ISSN barcode is also held by Printing.com.
3. Colour covers used: Byline 2015 Grey, Byline 2016 Lilac, Byline 2017 Green
4. There is usually an editorial team of three, one of whom acts as editor-in-chief.
5. A further statement with instructions for contributors is filed separately as TW About Byline, q.v.

\*

\*\*Our contact at Printing.com is currently Tyler McGrath. [tyler.mcgrath@printing.com](mailto:tyler.mcgrath@printing.com), tel. 07 578 9005.