

Below are the guidelines for member submissions to the **Women's Ink! magazine** and **SWW monthly e-newsletter**.

Please review these guidelines carefully to ensure you are submitting your article or news for the correct publication.

## **Submission Guidelines for SWW e-newsletter**

### **When does the e-newsletter go out?**

Our e-newsletter comes out on approximately the 25th of each month (January to November) with all our news for the following month. Cut-off date for submissions is the 15th of each month.

### **Who does it go to?**

It is emailed to our members, along with members of the public who have subscribed to the e-newsletter through our website.

### **What does the e-newsletter include?**

The e-newsletter is a way for members to share news. For example:

- Competition wins
- Awards received
- Upcoming book launches
- Courses being run
- New book releases
- Book reviews
- Sharing articles written about members

It also includes:

- What's on at the Society – monthly and special events
- Upcoming competitions (internal and external)
- Links to past Workshop and Speaker Reports

### **Who can submit?**

Any current financial member can submit to the e-newsletter.

### **How to submit:**

It is up to members to submit content for the e-newsletter, as follows:

1. Via email in Times New Roman 12 point or in an attached Word document
2. Please include as the subject of the email:  
(Your Name) Submission for SWW e-newsletter (month)

3. Your news written as you would like it to be included in the e-newsletter.
4. Any links to be included (eg. a link to a book review, website etc.)
5. Any images you'd like included in jpg (eg. headshot, book cover)

Submit to the editor at: [jacqui.brown@panachecat.com](mailto:jacqui.brown@panachecat.com)

**Cut off is 15th of the month** for the following month's e-newsletter. There is no e-newsletter in January

## Submission Guidelines for *Women's Ink!* Magazine

### What is *Women's Ink!* Magazine?

*Women's Ink!* is the official magazine of the Society of Women Writers NSW. It contains articles and industry interviews, alongside creative non-fiction, fiction, poetry, book reviews, commentary, knowledge-sharing articles and more.

Our aim is to empower women writers to share their voices far and wide.

### When does *Women's Ink!* Magazine come out?

*Women's Ink!* magazine publishes 3 issues a year.

Spring/Summer (November)  
Autumn (March)  
Winter (July)

### Who does it go to?

A copy is sent to members in print form and digitally.

### What does *Women's Ink!* include?

*Women's Ink!* includes articles, essays, interviews, Q&As, fiction, poetry, non-fiction, book reviews, commentary and more. Whilst our focus is on writing and writers, articles on a range of topics are welcome.

### Who can submit?

Any current financial member can submit their work to *Women's Ink!*

**How to submit (for content other than Book Reviews):**

It is up to members to submit content for *Women's Ink!*

Please submit:

1. Via email with your article as an attachment in Times New Roman 12 point
2. Please include as the subject of your email:  
(Your Name) Submission for Women's Ink!
3. Your article (up to 100, 200, 350, 650 and 1000 words – if you would like to submit a longer piece, please contact the editor in advance)
4. Any images you'd like included in jpg
5. Links to your website and social media and any other relevant links
6. 1-2 sentence mini bio

Submit to the editor at: [jacqui.brown@panachecat.com](mailto:jacqui.brown@panachecat.com)

<b>Submission cut-off dates for 2021 – 2022</b>	<b>Women's Ink! Edition</b>
15 May 2021	Winter 2021
15 September 2021	Spring/Summer 2021
15 January 2022	Autumn 2022
15 May 2022	Winter 2022
15 September 2022	Spring/Summer 2022

**For Book Reviews:**

To have your book reviewed or to write a review of someone else's book, please contact our Book Review Editor, Judith O'Connor. Judith's email is: [judithoc@bigpond.net.au](mailto:judithoc@bigpond.net.au). Please note, cut off dates for submissions of book reviews may be different to the rest of the magazine.

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Please feel free to get in touch to request ideas/suggestions for the magazine.

We aim to publish as many member submissions as possible however this may depend on the space available within the print magazine.

Please note your work may be edited.

Editor: Jacqui Brown  
Book Review Editor: Judith O'Connor  
Design and Layout: Jacqui Brown  
Printer: Ace Designs