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Kiltimagh Writers' Group  
**Pen&Ink**  
Kiltimagh, Co Mayo, Ireland  
www.kiltimaghwriters.com

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## Writers' Submissions Guidelines

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Some hints to help the magazine production team

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Writers work can be submitted for inclusion in the Club Magazine or on the website. Most writers will be using some sort of word processor, although printed sheets of copy will be accepted as a method of last resort, please realise that hard copy makes a lot more work for the production team as it has to be digitised.

Handwritten manuscripts cannot be accepted, we just haven't the time or man(person??) power to type them. Of course it is certain that you will all submit perfectly spelled and punctuated manuscripts but, aside from that, could you please not use the space bar to indent paragraphs. Any formatting only has to be stripped out for publication so just use the return key at the end of the paragraph and that's all. Please don't waste time using fancy fonts, bold/italic embellishments or underlines, 'cos the typesetters only have to throw them out.

You can e-mail copy in to Graham, who will hold it in readiness for the sub-editors. Never include the work in the body text of an e-mail, because between the web and Microsoft the whole thing will be mangled and infused with a zillion unwanted extra paragraph returns and weird characters, which will then have to be laboriously stripped out. Instead, send the file as an attachment to the email. Preferred file format (i.e. least problematic) is <filename>.rtf, but <filename>.doc or <filename>.txt will usually do.

Submit files by email to [graham@graymacimage.com](mailto:graham@graymacimage.com)

Files may also be handed to Graham or Terry at club meetings on removable media (memory sticks, CD, Zip Disk or (at a pinch) floppy disk. And, just one last thing .....

**“Dew knot putt yore trussed in spell chequers”**