



# Guidelines for Submitting Documents

**In order to have your school's winner published in the 2016 *Poetry on Our Terms* anthology, please submit the following four documents at <http://7gp.org/submit>:**

## **REGISTRATION** DUE JANUARY 19, 2016

- Your school must be registered and your school's contest must end by January 19, 2016 in order to submit a poem.

## **POEM** DUE JANUARY 29, 2016

- Submit as a Microsoft word document, .doc or .docx
- Please make sure that the following information appears in the upper left of the (first) page, a couple of lines above the poem, in this order: Student full name, school full name with county and state, educator full name, and title in quotation marks.
- Must be typed in a size 12 font on 8.5" wide x 11" long paper with 1" margins top, bottom, left and right.
- Ensure that line breaks, stanzas and word capitalization are deliberate and appear in the final document as the poet intends them to appear. Please ask the poet to correct what spellcheck missed.
- No artwork or graphics should appear on the document. 7GP will help perfect shaping concrete poems.

## **RELEASE FORM** DUE FEBRUARY 12, 2016

- Please scan or take a photo of the signed document. Files accepted: doc, docx, pdf, png, jpg, jpeg, gif and tif.
- If you do not have a scanner, you can fax the signed form to 1-877-479-2004.

## **PHOTO** DUE FEBRUARY 12, 2016

- Educators usually take photos with a smart phone or camera or scan a photo given to them by the student. Submit as a jpeg, jpg, png or tif.
- Student should be looking straight at camera. Smiling and relaxed are best. No lettering or logo should be visible on the student's apparel. Wearing a brightly colored, collared shirt or blouse is preferred.
- The photo should be oriented vertically.
- The portrait should include the head and shoulders, with the bottom of the frame hitting slightly above the chest. Keep the eyes in the upper third of the frame. Allow a small amount of headroom (about 10% down from the top).
- The background should not distract from the student's face. It should be plain, without distracting objects such as letters, words, door handles or jambs, light fixtures, windows or light switches.
- The least desirable backgrounds are a white wall or a cluttered area. A brick wall or library can provide a good background if no lettering or signage is visible. Again, please preview what is in the background.
- Be sure the student is several feet away from the background rather than right up against the wall or bookcase.
- It is important we receive high resolution photos. Normally the larger the file size, the better the resolution; so larger files are preferred. Yearbook photos are typically very low resolution and unusable.
- Shoot in a well-lit room. The subject should be brighter than the background. Do not shoot in front of bright objects such as the sun, a lamp or a bright window.

If you have questions, please review the FAQ section of the [www.7gp.org](http://www.7gp.org) website or contact:  
Aaron Williams, [aaron@7gp.org](mailto:aaron@7gp.org) or 314-367-1777.



## Guidelines for Submitting Documents continued

### **FINAL POEM DRAFT** DUE FEBRUARY 29, 2016

- This draft should include revisions made after receiving 7GP Educator Liaison feedback. Submit using aforementioned poem submission guidelines

### **VIDEO** DUE MARCH 15, 2016

- Shoot in HD or the highest quality level possible with a video camera, digital camera or smart phone. Files accepted include mov, mp4 and avi.
- Videos should be in landscape (horizontally oriented) and 16 x 9 or letterbox. Frame sizes should be 640 x 360 or 1280 x 720.
- At the beginning of the film, have the student clearly and slowly state his or her **first name only**, the full school name, county and state where the school is located, slightly pause, and then clearly state the title of the poem, in that order.
- The four keys to a successful reading include having the student speak slowly, clearly, loudly, and emphatically.
- Reciting the poem from memory is not necessary, but is ideal. If memorization is not an option, make flash cards or have the student read the poem from a full-sized page. Students should look at the camera as much as possible.
- Smiling and showing enthusiasm during the reading is encouraged.
- Singing, background noises, dancing and music are not permitted.
- Do a couple of takes and pick your favorite one.