OLLI Review Submission Guidelines

All OLLI members are encouraged to submit original prose, poetry and visual arts. We publish as many of the best pieces submitted within space and budget limitations. We look forward to seeing all of them and encourage everyone to contribute. Please read carefully the following information.

General Information
Only current OLLI members may submit pieces for consideration.

- Submissions must be original, created since the member joined OLLI (but not necessarily from an OLLI class) and not infringe on any copyright or other intellectual property right of another party.

- EACH SUBMISSION MUST INCLUDE A COVER SHEET (SEE BELOW) WITH THE MEMBER’S NAME, ADDRESS, E-MAIL ADDRESS (IF AVAILABLE), PHONE, AND SUMMER ADDRESS (IF DIFFERENT). The Cover Sheet included in this packet is also available electronically via email or from the UConn OLLI website. Please put your name, email address and phone number on your manuscript or artwork.

- Submissions must be received by June 15th of each submission year in order to be considered for inclusion in that year’s edition

- If your poetry or prose is selected for publication, you must be able to respond to electronic/verbal edits of that piece. Inability to do so may result in the piece not being published.

You may submit your work by:
- Printing off the Submission Guidelines and Submission Cover Sheet form below and either:

- Emailing your submissions in electronic format to UConnOlliReview@gmail.com OR LizHanahan@aol.com

- OR Mailing (Only if absolutely necessary, please) a hard copy to:
  UCONN OLLI Review
  University of Connecticut
  99 East Main Street
  Waterbury, CT 06702
  ATTN:
  Editorial Committee

We strongly recommend that all submissions be made in electronic format.

Specific Information:
We welcome your submissions. You may contribute up to three pieces in each category, but we are subject to space availability. Our goal is to include at least one piece from every submitter, and if possible, at least one piece in each category submitted from each submitter.

Poetry
- Punctuated and formatted exactly as you wish.
- No structural constraint; for example, free verse, rhymed verse, sonnets, etc., are examples of possible poetry structures.
- The poem may include original visual imagery from which the reader may draw meaning (subject to space restrictions).

Prose
- Submissions must be limited to 900 words and should be double-spaced, 1” margins and 12-point font. They can be Essays, Memoirs, Fiction and Nonfiction.

Artwork
- Submit electronic files in JPEG format of original artwork with a cover sheet; do not submit the originals.
- Submissions should be high quality (i.e. clear, properly cropped and centered, no glare, etc.).
- Artwork may be reduced and/or cropped for publication.
Voices and Visions - OLLI Annual Review

Submission Cover Sheet & Release Form
(This cover sheet must accompany all submissions. Submission and general questions should be directed to UconnOlliReview@gmail.com)

Name ____________________________________________________________
Address __________________________________________________________
Phone _____________________________________________________________
Email ______________________________________________________________
Summer Address (if different) __________________________________________
Title ________________________________________________________________

Photographs (Location of subject: city, country, other information about the photograph)

______________________________________________________________

Office Use Only:

Genre: ID#

Author acknowledges that:

• Submission of work is not a guarantee of publication and
• The editors and agents may edit the work for purposes including, but not limited to, style, length, content, consistency and/or to provide editorial clarification. Authors will be notified of significant edits and may consent, discuss the edits with a member or members of the editorial committee, or withdraw the submission.
• Publication and inclusion in the Voices and Visions is contingent upon and subject to Editorial Committee approval.
• By submitting your work you represent and warrant that you are the creator and/or owner of the work and all rights to it and are consenting to the inclusion and publication of any of your submissions in Voices and Visions. You will retain all of your ownership and copyright rights in work submitted.

By signing here I agree to the terms of this release