



ArtAscent Writers Submissions Style Guide

Updated 2021 September

We are so excited to read your creative work! Here are our guidelines for writer submissions to themed calls. Thank you for helping lighten our workload...and for shining creatively. :)

Word count

- Up to 400, 900 or 1,800 words for themed calls, depending on which submission option you selected.

Document

File name

- Lastname_Firstname_Title.doc

File type

- Microsoft Word.

Margins

- 1" all sides (top, bottom, left, right).
- All left margin justified—article/story writers only (creative and poetry pieces are excepted).
- No headers and footers.

Font

- Raleway is encouraged. Otherwise, Arial Regular.
- 9 point font size.
- 14 point line space.

Images

- Do not place images into the article. Images must always be submitted as separate files. Be sure to name and prepare your image files as outlined in the application form. Images are juried separately and require their own application unless you have purchased the Combo Set.

Article title

- The document should begin with:
 - Creative work title—on one line.
 - Artist/writer name—on one line, no extra words such as “by” or contact information.

Spelling

- Canadian English.
- Try using a handy tool such as Grammarly to catch typos.
- Verify the spelling of proper nouns by checking online.

Style

Formatting (spaces, styling, markers)

- Have one space between paragraphs. No paragraph padding.
- Use single spacing. Do not use double spaces between sentences or words.
- Ensure unnecessary extra spaces are not used.
- Do not use tabs.
- Do not embed tabs, indents or other formatting markers within the document.
- Do not create paragraph borders, shading for fills, or add page colour or other formatting.
- Footnotes are not to be applied using a footnote function. Type the footnote at the end of the article so that it is in line with its text.

Punctuation

- Use serial commas.
- Where a dash is needed, use em dashes with no spaces around it: —
- Punctuation goes inside the quotes: "...today."
- Consistent punctuation used consistently across all content, i.e. U.S. (not a mix of US, USA, U.S.A.) Use U.S. always.

Italics

- Italicize internal dialogue, names of artworks, and publication titles (rather than quotation marks).

Vulgar language

- If your article includes extremely vulgar words, please provide alternative words that we may choose to publish instead.