

Reflections Submission Form 2012

Osher Lifelong Learning Institute at the University of Southern Maine

Thank you for submitting your work to *Reflections* to be considered for inclusion in the 2012 edition!

Works are submitted and reviewed “blind,” that is, anonymously. Fill out this form and send it in. You can send the form as an e-mail attachment or the paper form by mail or in person at the OLLI office. This form can accompany your work or be sent separately. Title on form and submission must match!

- **Written submissions:**
 - Make sure the title is on your work and is the same as the title you give below.
 - **Your name may not appear anywhere on the manuscript.** If it does, your submission may be disqualified.
 - You may submit written work on paper or electronically as an attachment to an e-mail. We prefer .doc, .docx, or .rtf files for attachments. Do not send in the body of an e-mail.
 - Work must be in 12-point type, double-spaced, with numbered pages and with at least one-inch margins. If submitting on paper, do not staple the pages.
 - If your work is selected, we will ask you for a brief autobiography (35 words), and we may ask you to provide us with electronic copy.
- **Art and photography submissions:**
 - Please submit only a digital copy of your work as an attachment to an e-mail. If your work is not already in digital format, please take a digital picture of it and submit that.
 - Make sure the name of the digital file contains the name of your work. For instance, **Rose_in_Bloom.jpg** or **Oil_Abstract.jpg**. Put the title on the line below.
 - **Do not put your name on the work or in the title of the electronic file.** If you have a signed painting or print, cover the signature before you photograph it. If your name can be seen, your work may be disqualified.
 - If your work is selected, and the original is needed for it to be reproduced properly, you will be asked to bring the work in to the OLLI office. We will also ask you to provide a brief autobiography (35 words).

Tell us about you

Name _____

Address _____

City/State/Zip _____

Phone _____ e-mail _____

Tell us about your work (Check the box or type an “X” next to it.)

Art — Medium: _____

Photography Poem Memoir Fiction Essay Other: _____

Title (same as on your submission): _____

Electronic submissions: olli@usm.maine.edu. Put “Reflections” in the subject line.

Mail submissions: OLLI / P.O. Box 9300 / Portland, ME 04104-9300

Comments or questions: Domenica Cipollone, domenica@maine.rr.com; 202-799-4593

Submissions are open only to OLLI members. Deadline: March 1, 2012