

# CONTRIBUTIONS TO ¡ALBRICIAS!

## GUIDELINES

Sponsors, ¡Albricias! has always focused on **QUALITY** rather than **QUANTITY**. As the number of active chapters increases, so does the amount of material that our editor receives for the magazine. That in itself is not bad, but often the large quantities of material that come in from an individual school have not been screened by the teacher, or Gladys is asked to review all of the essays or poems and let the teacher know how his or her students measure up to others who are submitting material. That is not an editor's job, nor does she have time to do that. In an effort to have more schools represented and limit the amount of unedited material that comes in from each school, we ask that you **do not submit more than three essays and/or poems for each issue and no more than three graphics per issue. That limits your school's contributions to 12 essays and/or poems per year and 12 graphics per year.** That means that you, as the sponsor, will have to be more selective about what your chapter submits for publication.

### Materials to be considered for publication must adhere to the following guidelines:

1. Student-created materials or sponsor-produced materials on methodology, information and other topics of interest to teachers must be **typewritten or word-processed and double-spaced.**

2. **All student-created work and all chapter news must be written in Spanish.**

3. Every page must carry the author's name, chapter, school, city, state and sponsor's name. Sponsors, please sign and verify student membership (including date of initiation whenever possible).

4. Students may submit prose, poetry, cartoons, puzzles, games, drawings or original photographs. Drawings must be camera ready, black ink on white paper. **Do not submit pencil or color drawings.** They do not produce well enough for publication in the magazine. The size of a drawing **should not exceed 8 x 10.** If you are both a poet and an artist and would like your poem to be superimposed over your artwork, please include an extra, clean copy of the graphic. We usually cannot use the work in its original size, and the font has to be redone to match the rest of the magazine. Give us one copy of the combined work, so we have an idea of what you would like the finished product to look like, and the clean copy that we can use for production.

5. Whenever possible, submit a photograph of the student-author. Biographical data must accompany every contribution. **All photographs should be labeled also with the information listed in #3.** Please choose your photo carefully. If a photo is grainy or not clearly focused, it does not reproduce well in the magazine. Label the photo with a felt-tipped marker and enclose it in an envelope, which you can then clip to the printed material at the opposite corner from where the photo is enclosed.

6. Deadlines for all issues are approximately:

July 1	Fall edition
October 1	Winter edition
January 1	Spring edition
March 1	Summer edition

Material not published may be published in later editions.

7. A check for \$35.00 will be sent to students whose literary or artistic material is published. **A drawing or graphic that is**

**chosen for the cover of ¡Albricias! will receive an award of \$50.** Good art work enhances the beauty of the magazine, and we are always seeking submissions, but not many drawings come in. Anything related to Hispanic culture is welcome.

8. Each year cash prizes will be awarded to the student creators for the best contributions as follows: \$100, \$75 and \$50 to 1st, 2nd and 3rd place in the categories of poetry, prose and graphics.

9. Sponsor produced material on methodology or information and other topics of interest to teachers are encouraged. Articles printed in local media concerning the study of foreign language should be sent along with the name of the publication in which they appeared as well as the date and the name of the sponsor submitting the material.

10. You may submit your material on a CD, but **please observe the following guidelines:**

a. Label the program used to submit the material.

b. Enclose the CD in a mailer or plastic case and place it into a larger envelope along with your printed copies, drawings and/or photos. Remember to **send hard copies of ALL materials submitted via CD.**

11. **¡Albricias! now appears on the internet as well as in the traditional magazine format. Please fill out a copy of the release form below. Get it signed by your teacher and a parent or guardian and attach it to every poem, essay and/or graphic that you submit for publication. If we do not receive the release form, we will not be able to publish your work.**

All contributions should be addressed to:

Gladys Wisniewski  
Editor of ¡Albricias!  
1653 Palisades Drive  
Appleton, WI 54915



# *¡Albricias!* Release Form

Date \_\_\_\_\_

Name \_\_\_\_\_

Chapter \_\_\_\_\_

School \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Sponsor \_\_\_\_\_

I am submitting a \_\_\_\_\_ Poem \_\_\_\_\_ Essay \_\_\_\_\_ Drawing \_\_\_\_\_ Photograph  
[put a checkmark in front of the appropriate item(s)]  
to be published in *¡Albricias!*

I give my permission for these items to appear in the magazine and in the on-line version as well.

Signature of student: \_\_\_\_\_

Signature of parent or legal guardian: \_\_\_\_\_

I certify that the student named above has been officially inducted into the Sociedad Honoraria Hispánica and that the work submitted is the original work of the student.

Signature of Chapter Sponsor: \_\_\_\_\_

Sponsor's e-mail address: \_\_\_\_\_

All signatures are required and a separate form must accompany every submission.

Please make copies of this release form to have on hand for your students who wish to submit work to *¡Albricias!*