

**Introductory Commentary**

**Latitudes: Hawaii Writers Guild Online Literary Review**

**Fourth Issue Publication Target Date: *February 2023***

***Aloha All Members in Good Standing:***

**We are pleased to announce we are accepting submissions for the Winter 2023 issue of *Latitudes: Hawaii Writers Guild Online Literary Review*.**

**Submissions for our *Review* are open to Guild members only.**

**Submission Window: *September 1- November 1, 2022*.**

**Target Publication Date: February 2023.**

***General Guidelines:***

We seek your best work for publication in ***Latitudes: the Hawaii Writers Guild Online Literary Review***.

Whether fiction, non-fiction (memoir or essay), poetry, or drama (dramatic monologue, ten-minute play, or short film script), we wish to showcase writing that is compelling and written with distinction, engages the reader from start to finish, and evokes a response.

Writers have individual styles. What is considered interesting, intriguing, compelling and flowing for some, may be too edgy and peculiar for others. The Review's editors will wrestle

with this conundrum and select submissions that rise above arbitrary standards and are considered good and solid examples of fiction, non-fiction, poetry, and drama.

All submissions that are accepted for publication will share common elements of good writing in *grammar, punctuation, style, syntax, and story / narrative flow*.

- **Hawaii Writers Guild will not accept submissions that include religious or political proselytizing, libelous material, material that infringes on another's copyright, gratuitous vulgarity, or anything remotely misogynistic, racist, or bigoted. Cursing, within the context of the story line, and within the bounds of the characters and the plot, is acceptable.**
- Works-in-Progress must be self-contained chapters or sections within the larger work.
- We are theme and genre neutral—show us your best work regardless of genre or theme.
- Lighter themes and humor are welcome.
- Critiques will not be given.

**Key elements we will look for, by genre:**

***Fiction:***

- A compelling story with a beginning, middle, and an end that stirs an emotional response in the reader, utilizes imaginative premises and unusual/marginalized characters, and creates a response from the reader.
- Well-delineated characters and setting.

- Dialogue that sounds real. (Grammar rules may take a holiday.)
- Tight writing (the most arbitrary element!) should include action verbs and vivid nouns, *judicious* use of adverbs and adjectives—and a writing style that **shows** the reader, does not **tell** her.
- Appropriate handling of point-of-view.
- Good story / narrative flow and smooth transition between scenes.
- Good grammar (except in dialogue).
- Avoid clichés or trite descriptions.

***Non-Fiction (Memoir):***

- A compelling event with a beginning, middle, end that the reader understands (i.e., relates to) and that emotionally impacts the reader.
- Well delineated settings and/or characters driven by life experiences and complex motives.
- Dialogue that sounds real. (Grammar may take a holiday.)
- Tight writing (the most arbitrary element!) should include action verbs, vivid nouns, *limited* adverbs and adjectives—with the purpose of **showing** the reader, not **telling** her.
- Good story / narrative flow and smooth transition between scenes / years.
- Good grammar (except in dialogue).
- Avoid clichés or trite descriptions.

***Non-Fiction (Essay):***

- Clear statement of topic or intent with clear, explicit main ideas or thesis.
- ***Bravery*** not required but appreciated—show us the stuff you never thought would be published elsewhere—i.e., ***be different***.
- Information or personal experience / ideas / philosophy that supports the topic logically.
- Tight writing (the most arbitrary element!) should include action verbs, vivid nouns, *judicious* use of adverbs and adjectives—that ***shows*** the reader, does not ***tell*** her.
- A conclusion or presentation that follows from the material presented.

***Drama (Dramatic Monologues or Ten-Minute Plays; Short Film Scripts) :***

***Dramatic Monologues***

- Dramatic monologues are a way of expressing the views of one character and offering the audience greater insight into that character's feelings.
- A dramatic monologue usually occurs when a character is facing an extreme crisis, or a dramatic moment in the plot. A dramatic monologue should add tension, conflict, or emotion to the rest of the play and give the audience new insight into an existing issue or problem.
- A dramatic monologue should have a clear beginning, middle, and end.

Dramatic Monologues may be either soliloquies or monologues.

--A soliloquy is a long speech spoken aloud by a character to him- or herself.

(Example: Shakespeare's "To Be or Not to Be" speech [here](#).)

--A monologue is a long speech spoken aloud by a character to another person or persons. (Example: Shakespeare's "Friends, Romans, Countrymen" speech [here](#).)

### ***Ten-Minute Plays:***

- **A ten-minute play lasts no more than ten minutes!** Use the word count recommended for this sub-genre (2,000) as a guide but read it out loud to double-check.
- **Write a story with an arc, not just a "sketch" with a "punchline."** Technically, a play is described as having a *beginning, rising action, a climax, falling action and an ending*. A key difference between a "play" and a "sketch" is that a play will include character development. Although plays should have multiple characters, you should develop at least one complex character to create meaningful connection with the audience.
- The thesis of your play should be a question that gets answered by the end of the play. Theses can range from simple ones (such as "What would happen if someone found their true love two months before their death?") to more ambiguous ones like "Is loyalty good?"
- The key component in drama is conflict. Introduce it early, ideally within the first page or two.
- Skip exposition and extraneous details.
- Since these plays are normally read to an audience, *there should be a part for a narrator who will describe* the setting, characters, and action vividly but briefly. In this format, the narrator replaces stage directions.

- Apart from the addition of a speaking narrator, the only difference from standard play format is that *characters' names should be in all caps* at the beginning of a line followed by the dialogue. For example:

JOHN: I'm thinking of writing a ten-minute play this year.

ELLEN: Save a part for me.

JOHN: For sure, honey. You're the real talent in this marriage.

NARRATOR: They kiss.

### ***Short Film Scripts:***

- **Short Film Scripts should be between five and 20 pages in length and written to “industry standards.”** Writing to industry standards means using either commercial or free screenwriting software, such as Final Draft or Celtx. Do NOT use Word or other word processing programs. Here is a link to a video about the various kinds of screenwriting software that you might consider:  
  
<https://www.youtube.com/watch?v=0yCHxlaLgRU>
- **However, whatever screenwriting software you choose, *remember to submit your finished script in PDF format.*** Our editors may not have access to the screenwriting software you choose, but when you submit your script in PDF format, it can be easily shared among all of our editors during the *Latitudes* selection process.
- **Because short film scripts are, well, short, they should focus on a specific protagonist and on a single moment in that protagonist's journey.** Good short film scripts should nevertheless have a beginning, middle and end and should tell a complete story that packs a punch. If you're new to screenwriting, but would like to try it, here's

a video called *How to Write a Script for a Short Film: A 9 Step Guide*: [\(302\) How to Write a Script for a Short Film: A 9-Step Guide | Script Reader Pro - YouTube](#)

- **Your short may be live-action, documentary or animated.** The Academy Awards has three categories of short films, and so will *Latitudes*. The Academy Awards requires the submission of finished films. *Latitudes* only requires the submission of your film script.

**A live-action short:** this category is for original and adapted work that tells an invented narrative where actors play characters that are not themselves. Here's a classic example:

<https://www.youtube.com/watch?v=cWs4WA--eKU>

**A documentary short:** this category is for nonfiction short films.

**An animated short:** Animated shorts use animation for the length of their runtime, whether it be traditional 2D, stop-motion, computer 3D, or any other technique.

To get inspired, take a look at the many short films being featured now on the PBS Short Film Festival 2022: [PBS Short Film Festival 2022 | Stories That Stick](#).

### ***Poetry:***

- Clear speaker's voice and point of view.
- Language compression skills.
- An array of similes, metaphors, images.
- Rhythm and ***sound*** employed.
- Explosive word choices that express passion, emotion, the poetic image.

- Form or structure that fits the poem's meaning.
- Skillful grammar and word order techniques.
- Compelling ending—*leave an impression*.
- Scope and significance.

**Maximum Length Guidelines for submissions, by genre:**

- Fiction and Non-Fiction word count: 2,000 – 4,000 words.
- Flash Fiction: up to 4 pages.
- Dramatic monologue: 500 words
- Ten-minute play: 2,000 words.
- Short-Film Scripts: between 5 – 20 pages, and written to *industry standards* using approved screen-writing software.
- Poetry—NOT limited by number of poems, but submissions are limited to no more than 4 pages per submission.

**Submission Process Criteria:**

- **Email your submissions to: Bob Lupo ([medic4475@gmail.com](mailto:medic4475@gmail.com)), managing editor of the Review, between *September 1 and November 1, 2022*.**

- *Place your name and contact information (phone number, current email address), and the title of the piece, its genre and actual word count in the cover email.*
- To facilitate blind judging, **you must** send your actual submission, without your name or identification on any page, but include the title, genre and word count on the first page, and attached to your cover email. **Anonymity is a critical criterion to follow.**
- Submissions **must follow** standard publishing industry formatting: MS Word or equivalent in .doc or .docx format. Pages should be numbered bottom center. Genre and word count, top left on first page. Title of the work centered. 12-pt Times New Roman font. Double-spaced, except for poetry, which can be single-spaced. One-inch margins.
- **The anonymity requirement and formatting specifics are critical for your submission to be accepted. If you are confused about how to comply with these requirements, a template for a submission can be provided upon request to the managing editor.**
- **The Latitudes Selection Committee has 12 members. There are 2 co-editors per genre. We believe this structure enhances discussion and evaluation in the first step of the submission process and broadens the Guild's literary range. Co-genre editors will discuss each entry and select submissions to be sent to the Selection Committee**

for evaluation. The managing editor will meet with co-genre editors and review these entries. The larger voting panel should also energize discussion and evaluation of works in the final voting step.

- *Bob Lupo, the managing editor will record your submission and distribute your work, minus any identifying information, to the appropriate editors for review.*
- *Editors for the Winter 2023 Issue are: Fiction—Laura Burkhart, Cheryl Ann O’Farrell; Non-Fiction—Richard Bodien, Linda Heath; Poetry—Eila Algood, Tamara Williams; Drama—Joy Fisher, Bryan Furer. The two Editors-at-Large are: Mark Kelly and Margaret Zacharias.*
- *Online Production Engineer: Duncan Dempster.*
- *Submissions will be assessed based on the general guidelines and key elements for genres applicable to your work. After reviewing your work, editors will make recommendations to the entire coordinating committee which will make the final selections of all the pieces to be included in the issue.*
- *You will be notified by the managing editor if your work is accepted for publication in Latitudes: Hawaii Writers Guild Online Literary Review and a copy of your work, showing any light editing deemed necessary by the editors, will be sent to you. Editing suggestions will be limited to grammar, punctuation, style, syntax, and story / narrative flow.*
- *Upon such notification, please respond to Bob Lupo: (medic4475@gmail.com) within 14 days stating that you agree to our publication of your work.*

- *Multiple submissions or submissions in more than one genre are acceptable, but please send only one submission per email.*
- **Previously published pieces may be submitted if the author holds the rights to the piece and if previous publication credits are noted.**
- *Simultaneous submissions elsewhere are permitted, but if your work is accepted by another publication, please notify Bob Lupo ASAP.*
- **If you have any questions, please contact Bob Lupo: ([medic4475@gmail.com](mailto:medic4475@gmail.com)).**
- **Please be advised that complying with the anonymity requirement and formatting specifics are critical for your submission(s) to be accepted.**
- **An Entry Form (and Formatting Checklist), listing submission criteria—to be sent with each entry—are attached below.**

## Latitudes Winter 2023 Entry Form

**Name:**

**Contact Information:**

**Phone #:**

**Email Address:**

**Title of Submission:**

**Genre of Submission showing maximum word count (among the following):**

- **Fiction, 2,000 – 4,000 words**
- **Flash Fiction, up to 4 pages**
- **Non-Fiction Memoir, 2,000 – 4,000 words**
- **Non-Fiction Essay, 2,000 – 4,000 words**
- **Drama, Dramatic Monologue, 500 words**
- **Drama, Ten-Minute Play, 2,000 words**
- **Short-Film Scripts, between 5 – 20 pages and written to industry standards with approved screenwriting software.**
- **Poetry - NOT limited by number of poems, but submissions are limited to no more than 4 pages per submission**

- **Word Count of Submission (usually provided automatically via your word processor application):**
- **If your submission has been previously published and you hold the rights to the piece, note the previous publication information on the coversheet.**
- **Or if your submission has also been sent to another publication and acceptance there is pending, if your work is accepted by another publication, please notify Bob Lupo ASAP.**

**Latitudes Winter 2023 Winter Entry Form Formatting Checklist (non-compliance may result in the submission's return):**

- MS Word or equivalent in .doc or .docx format, **except for Short-Film Scripts** (see specifics above for this Drama sub-genre).

- Pages numbered bottom of each page and centered
- Text in 12-pt Times New Roman font
- Double-spaced text
- Margins one inch all sides
- Do not include any identifying author information (to facilitate blind judgment)
- Title of work centered on first page, with genre and word count on top left side
- **The anonymity requirement and formatting specifics are critical for your submission to be accepted. If you are confused about how to comply with these requirements, a template for a submission can be provided, upon request to the managing editor.**