

The Apple Tree

Our Vision ∞ Our Voice ∞ Our Journal

The Academy for Lifelong Learning (A.L.L.)
SUNY Empire State College, 113 West Ave.
Saratoga Springs, NY 12866

Guidelines for Submissions

(Revised November, 2020)

What is the Apple Tree?

The Apple Tree is a literary journal published by *The Third Age Press* showcasing the creative accomplishments of Academy for Lifelong Learning (A.L.L.) members past and present. Selections made by the editorial board are based on literary/artistic merit and relevance to the A.L.L. membership. Contributors receive one free copy of the issue in which their work appears. First English language North American serial rights are granted to *The Third Age Press*; after publication, copyright reverts to the contributor.

Who is eligible to submit materials?

A.L.L. members and past members may submit work to *The Apple Tree*.

What kinds of materials are considered?

Only original and previously unpublished prose, poetry, art, and photography will be considered. No more than three works may be submitted each year. Submissions will be accepted until January 1, 2021. We reserve the right to limit the number of pieces published in any one issue.

Writing

- Prose: Maximum length is **1,500** words.
- Poetry: Maximum length is 75 lines.

Art & Photography

- Drawings, paintings, and photographs can be submitted in color or black and white.
- Originals of art and photography cannot be larger than 8.5”x 11”.
- Electronic JPGs of photographs are preferred.
- Note: Vertical (portrait) orientation reproduces more effectively than horizontal.

(Over)

How to submit prose and poetry

- Place your name (as you'd like it to appear in *The Apple Tree*), **address**, **phone number**, and **email address** (if available) on the top right hand corner of page one. **Please include word count.** Note: Most word processors will count words.
- Double-space all prose. You may single-space poetry.
- Center the title.
- Number each page but do not put your name or other identifying information on those pages.

Submitting by email (strongly recommended)

- Save your document in **Microsoft Word** (Not Microsoft Works.)
- Attach the document to your email.
- Email to vsayers23@gmail.com
- In the subject line of your email, include the words “**Apple Tree submission.**”
- In the body of the email, include the title, your name and mailing address
- Include a brief autobiographical statement (two or three sentences). If your piece is accepted, this statement will be included in the “Contributors” section of *The Apple Tree*.

We will send you an email to confirm that we have received your submission.

Submitting by regular mail

- Send two copies, printed on white 8” x 11 1/2” paper.
 - Secure pages with a paper clip.
 - On a separate page, include a brief (two or three sentences) autobiographical statement. If your piece is accepted, this statement will be included in the “Contributors” section of the *Apple Tree*.
 - Mail to the A.L.L. Office, 113 West Ave., Saratoga Springs, NY 12866.
 - If your work cannot be mailed, contact Sue Valaitis (see contact info below)
- Your manuscript(s) cannot be returned.**

How to submit photographs and art

- Submit original photographs and signed art, protected as necessary. Originals cannot be larger than 8.5”x 11”. Electronic JPGs are preferred.
- On a separate piece of paper, include:
 - Your name as you would like it to appear in *The Apple Tree*;
 - Your address, phone number, and email address;
 - The title of each submitted work as you would like it to appear in *The Apple Tree*;
 - A brief autobiographical statement (two or three sentences).
- Mail to the A.L.L. office at 113 West Ave., Saratoga Springs, NY 12866 or email to: joyce39@nycap.rr.com
- If your piece is accepted, it will be kept until it is published and then returned to you. Whether accepted or not, all pieces will be available in the A.L.L. office. You will be informed when they can be picked up.

If you have questions concerning The Apple Tree, please contact Sue Valaitis at 518-885-8091 or vavisme@hotmail.com