

## HOP ANTHOLOGY – MOTHER’S SPECIAL

### Submission guidelines:

1. Submission is open only to the poets with residence in India, where they can receive their author copies.
2. Send your poetry via submission form provided at the end of this document. Poems may be sent via email (Compulsary) and/or via post, along with the submission fee and submission form that is filled and duly signed.

Email for sending your submissions is :  
[motherspecial.hop@gmail.com](mailto:motherspecial.hop@gmail.com)

Write your name in the subject of the email. For example, if your name is Susan, the subject of the email should be ‘Submission - Susan’.

3. Last date for submission is 15<sup>th</sup> April .2017. There will be no extension of dates. Submission after 16<sup>th</sup> April 2017 will not be taken into account.
4. Strictly adhere to the theme. The theme of this anthology is “Mother’s special”. Various sub-themes of **Motherhood, child’s ode to the mother, mother’s ode to the child, Mother Nature**, etc can be freely explored, but kindly adhere to this theme only.

5. Each poet can send at the maximum 2 poems ( 25 line each), along with author bio (in third person), author picture and the picture of your mother. Please provide a clear demarcation between the two poems, so as to avoid any confusion. Submissions can also be sent via submission form provided at our website: <http://hallofpoets.weebly.com/submit-your-poem.html>

6. **Submission fee is Rs. 600/-**  
**One complimentary copy/author copy will be sent to each of the contributing poet.**

**Charges for additional author copies will be Rs.500/- per copy, i.e.**

for a total of two author copies, the charges will be: submission charges (Rs.600) + charge for 1 additional copy (Rs. 500) = Rs. 1100/-

Similarly, for a total of three author copies, the charges will be: Submission charges (Rs. 600) + Charge for 2 additional copies (Rs. 1000) = Rs. 1600/-

7. **The submission fee must be paid via Demand Draft drawn on any bank in India and made payable to PRERNA SINGLA , at Gurgaon.**

**The courier addressed to:**

Prerna Singla  
Editor – in – chief, Hall of Poets  
913, sector – 15 Part -2 , Gurgaon (Gurugram),  
Haryana – 122001, India.

**Submission fee can also be paid via direct fund transfer / NEFT. A screenshot of the same must be attached in the email. For the account details, email us at: [hallofpoets@gmail.com](mailto:hallofpoets@gmail.com)**

8. Receipt of an entry will be acknowledged via email after the receipt of DD/Transaction, entry form and poem(s).
9. Poetry MUST be unpublished and your own original work. All submissions will be subject to plagiarism check. Copied, stolen work will be discarded. Poems posted on personal blogs or social networks are accepted if they are not published in any online/ digital / printed - book / magazine / newspaper / anthology / website.

**Before you submit your final manuscript, Please ensure yourself that all documents related to it are original, and belonging to you only. Any legal hitch arise, the concerned author will be responsible for the necessary action.**

10. Offensive, harassing, demeaning or pornographic content will be discarded.

**11. Your poetry MUST be free from grammatical and/or spelling errors. Please check your poetry thoroughly before sending it. All submitted poems are subject to basic formatting w.r.t font, font colour/size, etc**

12. The selecting council may select one or both of the submitted poems. The decision of selecting Council will be final in selecting the Poetry/article/story. Hall Of Poets is not under forcible liability to select a particular poetry.

Entries submitted with incomplete particulars will not be considered. If selected, the entries with incomplete info will be cancelled without any prior notice.

13. The editorial team possesses right to use poem/art or its portion on posters and release promotions. Anybody not willing to abide by this must notify the committee beforehand.

14. **POETRY FORMAT:** Your poetry should be formatted according to the following guideline (sample of format attached):

15. Title : in UPPERCASE, alignment: Left

16. Author Name: In Sentence case. Alignment: left

17. Author Bio : 4 lines bio in third person.

18. Dedication note: The author may add a dedication note for his/mother and a mother can add dedication

note for her children. The dedication note should not be more than 3 lines or 50 words. You can personalise your note, if you desire. Adding a dedication note is optional.

19. **Poem: Language of your poem should be English only** and should not be more than 25 lines including para spacing. Alignment: left,
20. Spacing: single line spacing. Please do not add unnecessary spacing after each line. If you are writing in stanzas, only one space after stanzas. Poem should be in 'Sentence case'. An example of both the formats is given in the attached format.
21. Width of lines: not more than 3.2" or 8 cm. **Please make sure that you leave ample space, so that author picture can be adjusted.**
22. Please attach your clear, high resolution picture only. Preferable more than 300 DPI. The picture must be sent as an attachment in the email and not inserted in the document.
23. Sending your mother's picture is optional. But, if you are sending your mother's picture, please send a clear, high resolution picture, preferably more than 300 DPI. The picture must be sent as an attachment in the email and not inserted in the document.



## SUBMISSION FORM

Name (in block capitals) \_\_\_\_\_

Address (in block capitals) \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Pin Code: \_\_\_\_\_

Nearby Landmark (If any): \_\_\_\_\_

Telephone \_\_\_\_\_ Mob. \_\_\_\_\_

E-mail :

Designation/Profession/Occupation \_\_\_\_\_

Number of Poem(s) submitted : \_\_\_\_\_

Number of additional copies required: \_\_\_\_\_

**Declaration:** I have read and I accept all the conditions of the submission guidelines and wish to submit the following poems for the Hall of Poets Anthology (Mother's special):

Titles(s) (in block capitals) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Payment details:

- Amount transacted / sent by DD : Rs. \_\_\_\_\_ ( Submission fee of Rs. 600/- + Charges for the additional copy [if required] Rs. 500 per copy) . Screenshot of transaction / transfer receipt / DD to be sent via email along with submission.
- Mode of payment: (Please Tick  the right option)
  - Demand draft
  - NEFT
  - Direct Fund Transfer

Online transaction details: ( Please leave it blank if payment is made via DD)

Transaction Reference ID : \_\_\_\_\_

Name of the sender : \_\_\_\_\_

Date on which transaction is made : \_\_\_\_\_

Demand Draft details: ( Please leave blank if payment is made via NEFT )

The demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ of Rs. \_\_\_\_\_ drawn  
in favour of "PRERNA SINGLA", payable at Gurgaon and drawn on (Name of Bank)

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I declare that the poem (s) submitted by me for Hall of Poets Anthology (Mother's special) is/are unaided works of my own and not plagiarised or stolen. I shall be solely responsible for any legal action, if my works are found stolen or plagiarised. I have read and agree to hall of Poets terms and conditions.

Signed \_\_\_\_\_ Date \_\_\_\_\_

[ P. S. For any queries, write to us at [hallofpoets@gmail.com](mailto:hallofpoets@gmail.com) or Call at : 0124 - 4219446]

**All the entries, along with the Entry Form should be sent to:**

**Dr. Prerna Singla**

Editor-in-chief, Hall of Poets

913, sector-15 Part-2

Gurgaon (Gurugram) - 122001

Haryana

India.

**On or before April 15<sup>th</sup> 2017.**

**E-mail: [motherspecial.hop@gmail.com](mailto:motherspecial.hop@gmail.com)**