Information for future FSP Anthology Editors

Background
Each year for more than 40 years, Friendly Street Poets has published an annual Anthology of poems selected from the previous year's readings. This task is managed by the editors, who come from the membership, by mutual agreement. Usually, there are two new editors working as a team each year.

The Anthology typically has 120 – 140 pages and about 100 poems. During the course of the year, many hundreds of poems are submitted for potential publication in the Anthology, and the primary job of the editors is to select what they consider to be the best poems from these submissions.

Submissions
Poems may be submitted to the Anthology by FSP members reading at any FSP sanctioned event, including the regular City Open Mic readings and regional meetings, such as those at Goolwa, Murray Bridge and so on.

Ideally, at least one of the editors should attend an FSP meeting to collect the submitted poems, but if that is not possible, arrangements can be made with the event organiser to have the submitted poems forwarded on to the editors.

Submitted poems should be in duplicate (one copy for each editor), and in addition to being legible, must contain the name and contact details (at least email and phone number) of the author. Submission implies that the poem is all the original work of the author and that it is available for publication.

Only the poems of financial FSP members can be considered for the Anthology. The final selection should be checked off against the membership list maintained by the FSP Committee. If a potential contributor has a lapsed membership, they can be reminded to re-subscribe.

Although there are no formal rules regarding the number of poems selected from any individual member, it has been regular practice to limit the number of poems by any single author to two, unless they are short, such as haiku.

Title and Cover Art
The editors also usually come up with a title for the Anthology, and select the cover art. The cover art and title should be vetted by the FSP Committee simply to ensure that there is no content that might be offensive or potentially illegal (eg in breach of copyright).

Cover art needs to be converted to a high resolution digital file, and the relevant title text, logos, barcodes, etc added. In selecting the final design, allowance has to be made for binding and trimming of the cover, as well as placement of essential items such as the barcode and FSP logo.

As a rule, cover art has to be original: it is not appropriate to use material down-loaded from an internet source, even if it is copyright free. There can be situations where downloaded images can be used, but they usually require significant licensing fees, etc.

Production of Print-Ready Files

Since 2013, the Anthology has been self-published by FSP. In order for this to be financially viable in the absence of any specific funding for publications, all of the pre-press work needs to be done by FSP members or volunteers, including the type-setting, layout, and cover design. In other words, FSP need to be able to deliver a print-ready set of files to a printer that require no further design or editorial work. This is a reasonable amount of work, but it can be done very efficiently if the suggestions below are followed.

Getting the Anthology print-ready requires someone with good word-processing and page-design skills, who can work with a variety of file formats, who understands fonts and their associated properties, and who can understand and respond to the requirements of the printers. In practice this means, at a minimum, good facility with editing MS Word *.doc or *.docx files and PDF files, as well a program suitable for designing and producing the cover, such as *Photoshop*, *Illustrator* or *InDesign*. *Powerpoint* can be used for quick layout ideas but is not suitable for final production files.

To ensure that the file preparation proceeds in a timely and efficient manner, and that the final versions of the poems in the Anthology match their author's intent, it is absolutely essential that the selected poems be available in digital form. Upon being advised by the editors that a poem has been selected, authors need to provide a word processing file of that poem (not a scanned image file, which would need to be retyped). Conceivably, a small number of contributions may need to be word-processed by the editors on behalf of members who do not have access to a computer or lack the required skills to produce a file, but that should be the exception, not the rule.

When the final selection of poems has been made by the editors and the corresponding files obtained from the authors, they can then be sent electronically to the person doing the print-ready layout, along with any other text files and images required for the publication (eg. editors bios, preface to the Anthology, cover art, etc). At this stage, the editors should have the order of the poems largely decided, along with some options to ensure the selections fit the page limits appropriately.

Laying out the pages and typesetting requires decisions to be made by the editors in consultation with the layout person, regarding the font style, type size, line spacing, margins, heading styles, page numbering, section headings, if any, illustrations, if any, and so on. The order of the poems may be changed so that they fit appropriately across page spreads or fit in with any section headings, illustrations, etc. All of these things affect not just how the poems look on the page, but how many pages in total they take up.

Once the draft layout has been completed, the new files for each individual poem (typically a PDF file), exactly as they appear in the draft layout, need to be sent back to the authors for checking, including any queries from the editors about spelling, punctuation, grammar, etc. When the drafts have been returned from the authors and any changes made to the texts, the editors and layout person then work together to ensure that the text is formatted consistently, that there are no outstanding typographical errors, and so on.

After the poems, other text, and any illustrations have been finalised, the page numbering and contents page / index need to be done by the layout person and checked by the editors.

There are other formal aspects to getting the Anthology print-ready, such as obtaining an ISBN number and barcode, as well as the formal copyright statements and so on. They are simple to do, but cannot be forgotten!

The final file is then delivered to the printer by their preferred method, usually either via email or a direct file transfer method, such as *Dropbox*.

The Printer
Selection of the printer is done by the editors in consultation with the FSP Committee. There are several good printers around Adelaide who do an excellent job at competitive rates.

Once the printer has been selected, the layout person needs to get the printer's preferred file types along with formatting requirements for the text and the cover.

The editors and layout person should also get from the printer the lead times for proofing the book and producing the final print run.

Honorarium
Editors receive an Honorarium, currently of $200 each, and the cost of the Anthology Launch is met by FSP.

Satura Prize
Each year the best poem in the Anthology, as selected by an external judge, is awarded the *Satura Prize* of $200. The judge, who need not necessarily be a poet, is selected by the editors and FSP Committee in consultation.

Spring Poetry Festival
The editors also judge the student poetry prizes for the Spring Poetry Festival run by the SA English Teachers Association, usually in October. This is a small and rewarding task, and maintains a long association between FSP and SAETA.

There are now several people in FSP who have experience with editing and preparing books for publication. They can be called upon to help as required!

Ian Gibbins
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