



## Submitting written work to Write Away! magazine

### What to do

1. The space available on each page for the written work is 15cm wide by 26cm high. We would love to have children's writing and any accompanying illustrations that will fit into this space.
2. We will need a clear, bright, high-resolution scanned copy of the piece(s) of work, which should not feature any teacher marking or comments.  
**The scans should be in .jpg or .png format.**  
If you are unable to provide a scanned copy of the work, please email [writeaway@lightbulblanguages.co.uk](mailto:writeaway@lightbulblanguages.co.uk) for information on how you can submit the work by post. We regret we cannot return any work that is sent by post.
3. When submitting the pupil work, please ensure that:
  - the writing is visible and legible on the scan, especially if it is in pencil or light colours.
  - writing in pencil has not been overwritten in pen.
  - the work contains no significant errors.
  - no part of the work has been "chopped off" in the scanning process.
4. Please download and complete the following documents:
  - a. children permission letter (one for each child whose work is being submitted)
  - b. teacher permission letter
  - c. teacher contribution proforma
  - d. children author formand email them with the children's work to [writeaway@lightbulblanguages.co.uk](mailto:writeaway@lightbulblanguages.co.uk)  
If you are sending more than one piece of work, please indicate clearly which piece of work belongs to which child.

### Terms and Conditions

- a. There is a closing date for submitting work for each issue. Any work that arrives after the closing date will not be considered for that issue.
- b. Please be advised that submitting work does not guarantee inclusion in the magazine.
- c. In accordance with the Key Stage 2 (age 7-11) national curriculum document, we welcome work in any "modern or ancient foreign language". Submissions are welcome from schools in England, Scotland, Wales and Northern Ireland, and any British or International Schools overseas that follow the English curriculum. We will also consider any suitable work from younger children.