

# Submission Guidelines

## Contributing to the Last Drop Newsletter

### Writing Articles

Before writing, you might want to leaf through a few issues to see what kinds of articles are published. Most are first-person accounts of the writer's experience with alcoholism and Alcoholics Anonymous. The newsletter publishes stories for special themes, such as Archives, Conventions & Founders Day. Articles about the Steps and Traditions are welcome too. But you are not confined to these topics. The editor is always looking for innovative material, as long as it relates to AA experience and reflects an awareness of AA's singleness of purpose. Articles are reviewed by the Last Drop Editor and selected by topic and appear on a space available basis. But all contributors receive a reply from the staff, whether their articles are published or not.

**Length and format:** The newsletter publishes work of different lengths, from snappy one-liners and one-paragraph anecdotes to 250 word articles. All submissions should be double-spaced. Articles sent by e-mail should be submitted in the body of the message or as attached files, saved in "Word," "Simple text," or "Rich text." Handwritten manuscripts should be written clearly on one side of the paper.

**A word about timing:** The process of article selection for any issue begins about two months before the issue is due to come out. Take the December issue as an example: Articles are selected around the beginning of October; the editing and production process takes one month; and the issue comes off the press the second week of November, in time to be mailed to subscribers by the third week of the month. As a result, a Christmas article mailed to the Last Drop in November would arrive after the December issue is already printed. (It might, however, be saved for the following December.)

**What the newsletter does not publish:** The newsletter does not publish poems, prayers, song lyrics, tributes to individuals, plays, anything unrelated to AA or that violates the principles of AA.

### Submitting Illustrations, and Cartoons

Original cartoons, never published elsewhere, are also welcome. Each illustration or piece of artwork should be clearly marked with the contributor's name and address.

### Submitting Articles, Letters, and Humor

E-mail submissions to [lastdrop@daccaa.org](mailto:lastdrop@daccaa.org); or mail to The Denver Area Central Office, 1800 Boulder St. #100, Denver, CO 80211. If your work is fairly short, the simplest way to submit it is within the body of your e-mail. However, if you wish to attach a file to your e-mail, please save the document in word or simple text. Please include your full postal address so we can respond to you.

The Denver Area Central Committee guarantees the Last Drop editor's right to accept or reject material for publication. Articles are evaluated by the Last Drop Editor, and while some editing is done for purposes of clarity, styling, and length, the editor encourages all writers to express their own experience in their own unique way.

Articles are not intended to be statements of AA policy, nor does publication of any article constitute endorsement by either Alcoholics Anonymous, The Denver Central Committee or the Last Drop Newsletter. Articles are invited, although no payment can be made nor can material be returned.