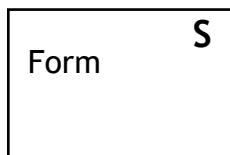
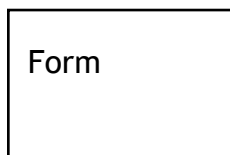


INSTRUCTIONS FOR PREPARING AND SENDING MANUSCRIPTS



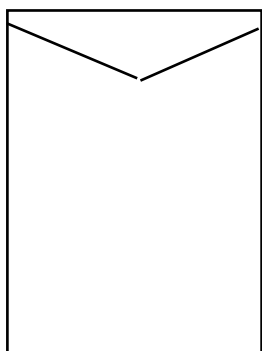
Following these instructions carefully will help the Manuscript Retrieval Staff efficiently track your manuscript during the conference.

Fill out form entirely according to Advance Manuscript Submissions guidelines. Please pay careful attention to all bolded items in instructions.

When you have completed the form, write the first letter of your last name, in bold, black marking pen, at the top right corner of the form (see diagram).

Prepare, package, and send your manuscript(s) (two maximum) according to the instructions below.

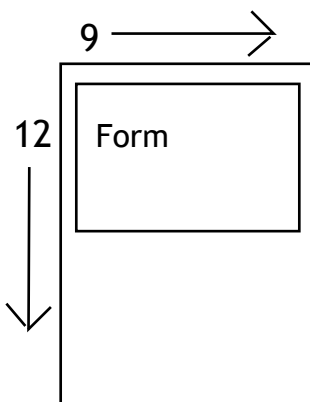
For each manuscript . . .



Use 9 x 12 -- licked edge type envelope; **no** clasp

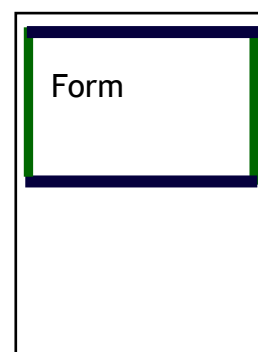
Tuck in top flap so it is inside the envelope.

Insert your manuscript, **pages only**. No folders, paper clips, or staples.

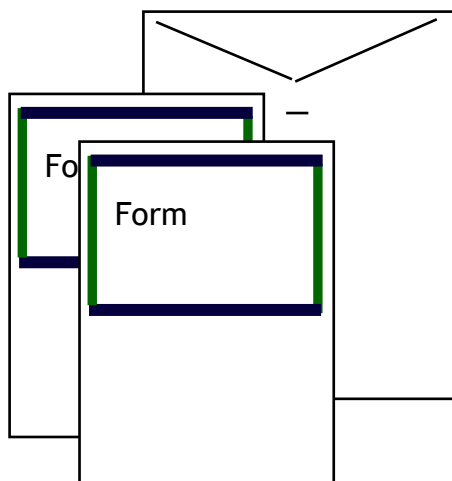


Turn over envelope.

To front side of envelope, position the form toward top edge of the envelope.



Using clear tape, attach the form onto envelope by completely taping all four edges. Please do this, even if you choose to glue the form to the front.



Please review all instructions to be sure you have correctly prepared the form and the packaging of your manuscript.

Insert prepared manuscript(s) into one 10 x 13 envelope and mail to:

Rachel Williams
Mount Hermon Christian Writers Conference
PO Box 413
37 Conference Drive
Mount Hermon, CA 95041