

Publishing with Pinchpenny Press

Pinchpenny Press (PpP) is a project in chapbook publication, founded in 1969 and now sponsored and subsidized by the English Department of Goshen College. Each year it releases from two to six books.

1. The Pinchpenny Press Editorial Board, consisting of at least two students, two faculty advisers, and the Horswell Fellow is appointed by the English Department to receive and recommend manuscripts for publication on the basis of the following criteria:
 - Inherent quality of the material: sophisticated level of achievement in writing, unique voice, interesting material
 - Size of market among the various constituencies of the college (students, faculty, staff, alumni, church, community).
 - Degree to which a manuscript complements and contributes to the mission and educational program of the English Department and Goshen College.

The board approves manuscripts on a competitive basis, with no more than five books published per semester. The editorial board ensures the high quality of manuscripts accepted for publication. All manuscripts accepted by the editorial board must also be approved by the English faculty.

2. Student authors initiate the publication process by consulting with their adviser and the Horswell Fellow. After reviewing the guidelines, students interesting in pursuing publication will submit a prospectus according to deadlines and format set by the department (see prospectus guidelines).
3. **Deadlines:** All Pinchpenny books are published during the fall and spring semesters (latest must be prior to graduation). No May term sales are allowed due to schedule conflicts and sale issues.
 - **Fall Semester Publication:** For fall publication, prospectus is due **September 15** and full manuscript by **October 15**.
 - **Spring Semester Publication:** Complete prospectus and partial manuscript can be submitted to the Horswell fellow any time **before November 15**. The full manuscript is due by **January 15**.
 - **Seniors** must publish before graduation.
4. **Prospectus:** Students will prepare a **polished manuscript** that has been carefully edited and reviewed prior to submitting the prospectus to the Editorial Board. This means:
 - a. Final polished manuscript format: no grammar mistakes or punctuation errors.
 - b. All parts of the publication complete and accounted for.
 - c. The samples of the manuscript should be polished work that has had editorial feedback from a professor or peer.

Six copies of the prospectus (**prepared at the author's expense**) should be presented to a PpP faculty sponsor or the Horswell Fellow for board consideration. The **contents of the prospectus** should include the following. Exceptions require Pinchpenny adviser approval.

 - a. Title of the proposed book
 - b. One-paragraph description of contents (theme, topic, literary genre, style, etc.)
 - c. One-paragraph rationale for its contribution to the mission and educational program of the English Department and Goshen College
 - d. Précis of the introduction
 - e. Description of the sequence of contents
 - f. Sufficient sample of writing to be included (the board may request more material in order to make a final decision): For poetry, 5-7 poems; prose, at least two complete essays, stories, etc.; mixed genres, two samples of each type.
 - g. Statement of artistic features (graphics, cover design, layout plans, font, etc.)
 - h. Plan for marketing book (advertising, nature of release party, sales on campus and in community, etc.)

5. After reviewing the work, the PpP board may
 - Approve the prospectus for final manuscript submission,
 - Approve the prospectus but recommend revisions or modifications, or
 - Conditionally approve the prospectus pending a review of a final manuscript and option to stop publication.
 - Decline the manuscript for publication.

The student author is responsible to provide **six copies** of any subsequent drafts according to the deadlines requested. Allow several weeks for each stage of the editorial process, since the Board meets weekly and must have time to read manuscripts. The Board may request a subsequent draft or editorial revision

6. After a manuscript has been approved, authors sign a contract with the Pinchpenny adviser (see definition below) and work closely with the Horswell Fellow on steps toward printing, setting costs, advertising, and sales. See the Horswell Fellow for more detailed steps for final publication once the manuscript has been approved. Authors have sole responsibility for planning a release party, which must be done with faculty approval through the Office of Conference and Events.

Recommendations for successful publication:

- Successful authors are usually those who have been apprentices in writing for several years—i.e., they have taken courses in writing, have had their writing critiqued by student peers and faculty, and have had short works published on campus and elsewhere. Before submitting a prospectus, a student author should seek the counsel of a writing professor and have the manuscript critiqued by several readers.
- A prospectus should indicate a manuscript nearly completed and should be in a neatly edited, publication quality format for board consideration. Early and carefully prepared manuscripts are most successful. If the prospectus is accompanied by the whole manuscript, final approval may be possible at this initial stage of consideration, although several stages of revision are usually necessary.
- Since Pinchpenny Press is owned by the English Department of Goshen College, Pinchpenny publications must represent the five core values and be consistent with the Community Standards (See online). Texts to be published will use language appropriate for the literary materials and the campus audience. Pinchpenny books should not contain language that is sexist, racist, profane or obscene.

Policies for credit

A GC student can get 1-2 hours of college credit for preparing a manuscript for publication as an independent study with a GC professor, which involves a special fee (see GC Catalog or Registrar's office for details). The goal of receiving credit for preparing a manuscript is to polish significant work from earlier creative writing courses, develop and workshop new work, and craft a polished manuscript.

Seniors with significant writing experience may register for 1 hour of Senior Project, although a second hour must be taken as independent study. Each hour of academic credit assumes at least 45 hours of work. A student must keep and submit a time log indicating amount of time and kind of activity. Registering for college credit does not guarantee board approval of the manuscript for publication. Students must work with their adviser to propose a senior project or independent study that will then be approved by the English Department faculty.

Students desiring to publish books independently of Pinchpenny Press, either due to a rejected manuscript or personal preference, may not use the GC printing services unless gaining prior approval from English department faculty. The Pinchpenny Press logo and unique stylistic designs of its publications may not be duplicated without copyright permission from the Pinchpenny Press Editorial Board.

Pinchpenny Press offers three different publishing contracts, depending on the nature of the author:

- a. **STUDENT.** Since the press exists primarily to serve GC students, it will subsidize, as necessary, student books, provided that the terms of the student contract are met.
- b. **FACULTY/STAFF.** The press will publish books by faculty and staff if they agree, in advance, to pay any unrecovered expenses at the end of two years of sales. Although the press cannot subsidize books by such authors, faculty members should remember that Faculty Research Grants can sometimes be used to help support faculty members' research or creative writing.
- c. **HORSWELL ANTHOLOGY:** Faculty are invited to submit manuscript proposals for collections of student writing that will have broad audience appeal or can be used as a resource for future classes. Because this anthology series is funded by outside donations, PpP provides financial support for editing and printing the book, although the faculty member will supervise a student editor and oversee the publication process.
- d. **OFF-CAMPUS.** Because PpP is dedicated to the educational mission of the Goshen College English department and Goshen College, off-campus manuscript submissions will be exceptions. An off-campus author will only be considered for publication if the manuscript meets the criteria stated above.