

Submission Guidelines for Writers

Thank you for your interest in BrookEdge Academy (“BEA”). Our publications, primarily on our website, showcase the good examples written by high school students to younger children on bringing ideas creatively, effectively, and beautifully into life. We welcome and appreciate each submission, and please read the following guidelines before submitting:

General Requirements

- The manuscript must be **unpublished, original, and exclusively owned** by the author before submission.
- Bear the readers in mind; each submission should be interesting and accessible to the young minds below high school.
- **Poem** submissions should contain one or two short paragraphs of “Description” to add colors to the poem's background, inspiration, writing techniques, or word tricks.
- When applicable, essays should include proper **citations** and **Works Cited** or **References** pages, following the MLA style. Check Purdue University’s overview of [MLA Formatting and Style Guide](#).
- *Never plagiarism.*
- We choose *not* to publish romance, horror, violence, or ideas that may cause polarized opinions or serious disturbance in readers.
- We do *not* intend to publish content writing for marketing purposes.
- Submission is made by filling out a Writer’s Submission Form, a Google Form hosted by BEA.
- On that Writer’s Submission Form, the author should share a link to their formatted manuscript, ideally a Google Document. The manuscript should bear no author’s name in any place and be prepared for anonymous review.
- On the Google Document of the manuscript, choose Times New Roman for font and 12 for size.
- Should the author have no access to Google Documents, copy and paste the manuscript contents as plain text to the relevant section of the Writer’s Submission Form. Then, specify your formatting preferences using the space provided by the last question on the Writer’s Submission Form. Contact the Coordinator of Volunteers in advance for other options if you have difficulty fitting into a Google Form with multiple formatting preferences.
- To avoid confusion, a Writer’s Submission Form is always required in these cases of transferring texts, no matter how.

Standard Publication Agreement

By submitting the work, the author agrees to transfer all the legal rights relating to their work to BEA worldwide in all languages across all media, including but not limited to the electronic form on the website. The author retains the right to use their own material for non-commercial purposes on the condition that the original publication by BEA is referenced. In case the author or their agency or other publisher representing them wishes to put their works in print, written permission must be obtained in advance from BEA, who has the full discretion of agreeing or not.