

THE PEAK

Writing Contributor's Submissions Guide

If you're interested in joining our team, reach out to
promotions@the-peak.ca

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Introductions

Welcome to *The Peak*!

Wanting to get involved with *The Peak*'s but not sure how things work? Here's a rundown of how to get started on a story, how to send it in, and what the editing process will look like. This guide is intended for new contributors, but it's also a good resource for long-time writers to refer back to.

First things first, there are two ways to start writing for *The Peak*. You can claim one of the pitches from the weekly pitch emails, or you can pitch an original idea to one of our editors

Join our email list

To start receiving pitch emails, you can either email the editor of the section you would like to contribute to (which you can find on our staff page) or email promotions@the-peak.ca saying which sections you would like to receive pitches for.

Additionally, every Friday at 2:00 p.m. *The Peak* hosts a virtual pitch meeting that everyone is invited to. This is where editors will discuss pitches before sending out their pitch emails and you will also be able to meet the staff who makes the paper (we are friendly I promise)

How to claim a story

Now that you are getting pitch emails, now it's the time to claim a pitch. Respond directly to the email and let the editor know which piece you would like to write.

In the response, make sure to let us know what direction you're planning on taking the piece. Editors will usually lay out some pretty specific guidelines as to what they want a piece to look like, but if you want to take your own spin on it then go for it. Be sure to be specific with what you are planning on doing, the more detail the better.

Once you have sent your email, wait for an editor to confirm the piece is yours before writing/submitting it. Pitches are first come first serve so if you want to write something be sure to grab the pitch quickly.

Make sure you...

Can meet the deadline.

understand the expected length and agree to the outlined pay for the piece.

can commit to making edits throughout the week after submission as we prepare your piece for publication. Just because we edit your piece does not mean the piece is awful. We edit each others pieces all the time at *The Peak* to make sure we are putting the best possible article out there.

How to pitch your own story

Just because we send out a pitch email doesn't mean we aren't open to other ideas. If you have a story that you really want to write, send it to us.

Editors should respond within 48 hours of you sending your email. If you have not received a response, feel free to send a follow up email. That being said, don't spam our editors. We will get back to you as quickly as possible.

Keep in mind that once a story is assigned, it usually takes about two weeks minimum for it to be written, edited, and published. As such, **if you have a time-sensitive idea, pitch it as early as possible.**

Always wait until your pitch has been approved before sending me a full draft. We can't always accommodate surprise submissions, and we don't want to waste your work. It especially becomes a problem if you've sent a draft on a topic that another writer is already working on.

Your pitch should include:

A proposed headline

The structure/guidelines

Is your piece going to be a list? Longform news piece? Will it be largely dependant on images? etc.

Approximate length

Typically pieces we run are around 600 words, but if you think your topic needs more or less then that is fine too.

The overall "point" of the piece

aka be sure to be clear about what exactly you are going to be writing.

Submission guidelines

Send your draft as a Google Doc to the editor.

You can do this by going to the right hand corner of the document, clicking share, and typing in the email address of the editor (making sure that you allow them to edit). Any other form of submission will not be accepted.

Suggest a headline + deck (title + subtitle).

If you're writing based on a pitch from the editor, you can usually use the headline from the pitch.

Before you start writing, you should format the document as follows:

You should be writing in Times New Roman
12pt font
Single spaced

At the top of the piece you should include the following with labels:

Headline: the title of the piece and can quite often be the same as the title of the pitch.

Deck: should be one sentence that elaborates on the headline. Think of the headline as the title of a book and the deck a one sentence synopsis on the back. If you have trouble with this our editors will gladly be able to help you out.

Author: you, be sure to put your first and last name (or a pseudonym) so we can give you credit when we publish your piece

Word Count: how many words your piece is. To find this out, highlight all the words in the document and hit Command + Shift + C and it will show you

Struggling with how to format your document?
[Use this template](#)

Extensions and Late Policies

Life happens, we get it. The sooner you can ask for an extension the better. You won't be penalized for it and we will work with you to make something work.

That being said, late pieces (without prior approval) will either be bumped to the bottom of the publication queue or may be killed entirely. Failure to submit pieces on time can result in your removal from future pitch emails so please just communicate with us if something happens.

Editing your draft

Once you submit your draft on the due date, keep an eye on your inbox for any updates from the editor. Usually this will happen between Saturday and Monday, but each editor is different.

Once edits have been made by you and the editor, your piece is then sent to our Editor-in-Chief and Copy Editor for one final edit, so there may be some small changes that happen to your piece between when you're done edits and when it is published. Any large changes to the piece will be sent back to you to make sure you're okay with them, since at the end of the day it is your name being printed with it.

Peak week in a glance

We are a weekly publication, which means that every week there will be new requests sent out! Usually, a typical week goes something like this:

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					Pitch meeting @ 2pm Pitch emails sent out @ 5pm	Time you have to write your piece
Time you have to write your piece	Time you have to write your piece	Your piece is sent to the Editor-in-Chief and Copy editor for approval	Final edits		Article is due PRODUCTION DAY (all day) PITCH MEETINGS	

Production Day: Design and layouts are done every Friday. This is typically when your pieces will be due to editors.

Pitch Meetings: Editors meet to discuss articles for the incoming week. Ideas for illustrations may come up, contributors who attend can grab the pitches right then and there! Meeting times are decided every semester. Email to find out how you can participate!

Contributor Appreciation Events

In addition to interacting with us through email and at our pitch meetings, we hold events that our contributors can participate in.

General Events

From GMs to karaoke nights to Netflix viewing parties, we host events every semester. Keep up to date on our social media for these event dates!

Peakies

This is our contributor appreciation night, which happens at the end of every semester. Outstanding contributors are selected for prizes and giftcards. Regardless of if you are selected for a Peakie, everyone is treated to free food and appies. This event is usually held at a restaurant either on campus (such as in Club Iliia), or off campus by reservation.

That's all folks!

If you're interested in joining our team, contact promotions@the-peak.ca with what sections you'd like to write for