

# Revised *Frogpond* Essay Guidelines

Over the last few months, we have received consistent reader feedback regarding the *Frogpond* essay section. In addition, our review of the current guidelines left us feeling that more structure would be useful to both the editorial team and the writers who send their work. With that in mind, we have updated and expanded our *Frogpond* essay guidelines. Please review all the information below before sending us your work.

## Essay Topics

*Frogpond* has consistently published essays that educate the audience and help them strengthen their writing practice. Thus, we are looking for essays that take a scholarly or informational approach to haiku, and offer fresh perspectives. You may wish to search previous essays in *Frogpond* or the Haiku Foundation for whether/how your topic has been discussed already. We will also read lyrical or personal essays; here, too, we are focusing on publishing new, fresh, academic, and/or informational content.

In addition, we encourage essays to be targeted to an intermediate or advanced haiku audience. *Frogpond* readers tend to have an established haiku practice, and essays that contain introductory information about the poetic forms we publish are less likely to be useful.

## Essay Length

We encourage writers to submit essays in the range of 1,500 - 3,000 words. Note that this is a **recommended** length. We recognize that some essays might need to be longer, and also that shorter essays can convey a powerful message. The editors will read all essays regardless of length, but note that the range above is our preference, and essays that fit in this range are more likely to be accepted.

## Formatting

When essays are submitted in a consistent format, it is easier for the team to evaluate them on the merits of their ideas and research. Consistent formatting also streamlines the issue design process.

Please follow the following formatting guidelines when submitting your essay:

1. Include your name in the left-hand header of the document.
2. Include page numbers in the right-hand header of the document.
3. Please double-space your essay.

4. Please use a standard font for your essay. We understand that different word processing programs have different defaults. With that in mind, we consider the standard fonts to be Aptos, Arial, Calibri, Helvetica, and Times New Roman.
5. Use the full name of any person or agency the first time you reference them in a paper. For agencies, include the acronym in parentheses after the full name when first used, e.g. Federal Emergency Relief Administration (FERA). After that, you may choose to use only a person's last name, or agency acronym.
6. Only use Arabic numerals, not Roman.
7. Single space after a period.
8. Please submit your essay as a Microsoft Word (.docx) attachment.

Essays that do not meet the formatting requirements will be returned unread.

## Citations

Most of the essays submitted to *Frogpond* incorporate both sample haiku and background research requiring the use of citations. As with formatting, essays submitted with the same citation method are easier to both evaluate and format.

- Use the full name of any person or agency the first time you reference them in a paper. For agencies, include the acronym in parentheses after the full name when first used, e.g. Federal Emergency Relief Administration (FERA). After that, you may choose to use only a person's last name, or agency acronym.
- At the end of the sentence in which a reference occurs and after any punctuation, use superscript for an end note (which your word processor should be able to do)
- At the end of a haiku, please note the author after inserting a blank line, then an end note with any references for publication if applicable.
- Only use Arabic numerals, not Roman.
- Single space after a period.
- Use a [shortened citation](#) for sources you refer to more than once.
- If citing multiple sources in a single note, separate each citation with a semicolon.
- If citing the same work again immediately after you've already cited it, use [ibid](#).

## Citation Resources

If you are unfamiliar with the Notes Bibliography System, here are some resources:

- Chicago Manual of Style [sample citations](#)
- Owl at Purdue CMOS [Reference Guide](#)

## Essay Deadlines

*Frogpond* continues to accept essays year-round. However, to help with our planning, we have created cutoff dates for each issue. Essays submitted after the respective cutoff date for a particular issue will be considered for the next issue.

Essays should be sent to [frogpondessays@proton.me](mailto:frogpondessays@proton.me) WITH A CC to  
frogpondeditor@gmail.com

<b>Issue</b>	<b>Cutoff Date</b>
Spring/Summer	February 15th
Autumn	June 15th
Winter	October 15th