

# MEMBER PROFILE GUIDELINES

Both published and unpublished members are eligible to submit.

Use template to respond.

Times New Roman, 12 point

Single-spaced

1" margins all around

**HEADSHOT:** .jpeg file. Insert picture in your document if you know how. If not, attach the jpeg file to your email with your completed template

**GENRE(S):** may include fiction and non-fiction, poetry, essays, etc.

**Q & A:** Choose only six of the ten questions to answer (125-word limit each) and delete the rest

Skip a space between questions and answers

*See completed member profiles on SGWL website for examples*

**AWARDS:** Writing related only. If none, delete heading from your template

**BIOGRAPHY:** 150-word limit

**E-MAIL:** If none, delete heading from your template

**WEBSITE:** Copy link if you know how. If not, just type it in. If none, delete heading from your template

**SOCIAL MEDIA URLS:** Copy link, if you know how. If not, just type it in. If none, delete heading from your template

Send Word Document in either .doc or .docx file to [SGWLContact@gmail.com](mailto:SGWLContact@gmail.com).