

Press Release Sample for Bios

Try to keep to fewer than 8 words.
Do Not put headline in all caps.

⇒ Annual Literary Festival boast accomplished lineup

Start your first paragraph with city,
state and date of release as shown.

⇒ ATHENS, Ohio (May 1, 2008) — The annual Ohio University Spring Literary Festival will take place May 7 though 9, in the Baker Center Ballroom.

First paragraph should be no longer than 1 or 2 sentences. **Should tell WHO, WHAT, WHEN AND WHERE.** ←

This year's featured authors include National Book Award finalist Edwidge Danticat, short-story writer Lee K. Abbott, memoirist Kathryn Harrison, Jackson Prize-winning poet Tony Hoagland and Village Voice Writer on the Verge Thomas Glave.

← On first reference, give full name and title. Additional references, give just last name.

Quotes should be a new paragraph.
Keep quotes short. 1 or 2 sentences at most. Place quote after first or second paragraph.

⇒ “There is no experience like hearing a writer present his or her own work,” said Kevin Haworth, who coordinates the festival. “The passion and dedication that emerges is inspiring. This is one of the great benefits of living in a university community, and I encourage everyone to experience it.”

On second reference of name, use last name only.

⇒ Danticat will kick off the festival with a lecture at 7:30 p.m. Wednesday. Danticat, who was born in Haiti and moved to the United States when she was 12 years old, is the author of the Oprah Book Club selection “Breath, Eyes, Memory.” She has won an American Book award for “The Farming of Bones” and is a two-time National Book Award finalist for “Krik? Krak!” and “Brother, I’m Dying.”

← Use this order for info: TIME, DAY/DATE, LOCATION.

Think of bios as teasers. Don't give the person's entire life story. Imagine doing a 10-second face-to-face introduction. Keep it short.

Focus on the person's top three accomplishments only. ⇒

Glave is the author of the collection “Whose Song? and Other Stories,” which was nominated for the American Library Association Best Gay/Lesbian Book of the Year. He is the recipient of numerous fellowships and awards, including an O. Henry Prize for fiction and fellowships from the National Endowment for the Arts and the Fine Arts Works Center in Provincetown, Mass. He was among eight writers chosen by Village Voice literary supplement editors as one of eight up-and-coming scribes.

Put books, plays, compositions, etc. in quotes, not italics and not all caps. ⇒

Abbott is the author of six collections of short fiction, including “Wet Places at Noon,” the award-winning “The Heart Never Fits Its Wanting” and the highly praised “Love Is the Crooked Thing.” He has twice won fellowships from the National Endowment for the Arts and was awarded a Major Artist Fellowship from the Ohio Arts Council in 1991. Abbott has taught at Ohio State University since 1989. Harrison is the author of six novels and five nonfiction works, most notably “The

Kiss.” Her novels include “Envy,” “The Seal Wife,” “The Binding Chair,” “Poison,” “Exposure” and “Thicker Than Water.” She is a frequent reviewer for The New York Times’ Book Review and her essays have appeared in The New Yorker, Harper’s Magazine, Vogue, O Magazine, Salon and other publications.

Hoagland’s poetry collections include “What Narcissism Means to Me,” a finalist for the National Book Critics Circle Award; “Donkey Gospel,” which received the James Laughlin Award; and “Sweet Ruin,” chosen for the 1992 Brittingham Prize in Poetry and winner of the Zacharis Award from Emerson College. Hoagland’s other honors include two grants from the National Endowment for the Arts, a fellowship to the Fine Arts Work Center in Provincetown and the recently awarded \$50,000 Jackson Prize.

Last paragraph(s) should include info on tickets, admission, finding more info, etc. ➡

The readings and lectures are free and open to the public. Books by the authors will be available for purchase following each program.

The festival is sponsored by the Program in Creative Writing in the Department of English and funded by the College of Arts and Sciences with support from Arts for Ohio.

Contact is for media calls/requests. Format as shown. ➡

Contact: College of Fine Arts Director of Communication and Marketing Amy Wells at 740-597-3213 or wellsa1@ohio.edu

Note to Media: Put details about attached photos or rehearsals/times when media are welcome here.

Short paragraphs are good. Try to keep paragraphs to about two to three sentences.
Try to keep the entire release to 500 words or less.

Remember that this is for the public with a basic knowledge of the arts...
newspapers are usually written for an junior-high reading level.
Keep it simple and be cautious of jargon.