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MULHALLEN (Karen) papers – 2016

Gift of Karen Mulhallen, 2016

Dates: 1949-2015 (primarily 1995-2015)

Extent: 91 boxes, 1 item (16 metres)

Scope and Content: This latest accession of Karen Mulhallen's papers includes editorial material – primarily manuscripts, proofs and correspondence – for issues 144, 151, 152, 153, 154, 155, 162, 163, 165, 166 and 167 of the literary journal *Descant*. Also included are submissions and rejections to *Descant*, and general administration files including staff and hiring, financials, correspondence, fundraising, subscriptions and events. There are also files related to the Winston Collins Poetry Prize and Writers' Reserve competitions, as well as administrative files from Now Hear This! (NHT!) and Students, Writers and Teachers Programs (SWAT), which were charitable organizations created by *Descant* to improve literacy in Toronto-area schools. The collection also contains some of Mulhallen's personal and professional files related to her academic and writing career.

Contains series:

- Series 1: *Descant* Production
- Series 2: *Descant* Submissions/Rejections
- Series 3: *Descant* Business and Administration
- Series 4: *Descant* Financials
- Series 5: *Descant* Correspondence
- Series 6: *Descant* Events and Meetings
- Series 7: Writers' Reserve and Winston Collins Prize for Poetry
- Series 8: Now Hear This! And Students, Writers and Teachers Programs
- Series 9: Karen Mulhallen Personal and Professional Files

Restrictions: Open

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SERIES 1: DESCANT PRODUCTION			
Production files for Descant 1113, 114, 126, 132, 151, 153, 154, 155, 158, 159, 161, 162, 163, 166 and 167, as well as <i>The Turkish Anthology of Canadian Literature – Beyond the 49th Parallel</i> . Consists of the contributor's files – including original manuscripts and correspondence – arranged alphabetically by contributor, as well as proofs, edited manuscripts, production schedules, details on the launch and production editor files. Series also includes general files on production and distribution, such as printing quotes, page specifications, schedules and internal memos.			
BOX: FOLDER	TITLE	CONTENTS	DATE(S)
	Descant 113		
Box 1 Folder 1	Incomplete Proof and Website Announcements	Incomplete proof including some edits	2001
	Descant 114		
1:2	Incomplete Proof and Website Announcements	Incomplete proof including some edits	2001
	Descant 126		
1:3	Correspondence	Correspondence from production editor, Teri-Ann McDonald and others regarding the printing, copyediting and publicity for the issue	2004
1:4	Correspondence	Correspondence from Descant to each contributor acknowledging the sending of the honorarium.	2004
1:5	Internal Correspondence	Email correspondence between Descant staff, editors and interns regarding the submission, editorial selection, copyediting and publishing of Descant 126	2002-2004

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1:6	Proposed Contents	List of proposed submission, along with suggestions for art	2003
1:7	Submission Log Sheets	Contains lists of authors who submitted to the issue and whether they were accepted or rejected	2002-2003
	Descant 132		
1:8	Call for Submissions	Call for submissions as well as correspondence to authors requesting submissions	2004-2005
	Descant 151		
1:9	Contributing Editor's Column	Drafts and correspondence regarding Rosemary Sullivan's column	2011
	Descant 153		
1:10	Incomplete Draft	Edited versions of some stories and poems appearing in the issue	2011
1:11-12	Final Edited Drafts	Complete list of submissions with track change edits	2011
1:13	Drafts of Contributor Bios and Table of Contents	Several working versions with notations and corrections	2011
1:14	Production Schedule		2011
1:15	Winston Collins Shortlist	List of poets shortlisted for the Winston Collins Prize for Poetry, which appeared in Descant 153	2011
	Descant 154		
1:16	Edited Proofs	Edited Proofs for Descant 154 – KG's edits	2011

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	Descant 155		
1:17	Drafts of Preface	Includes five annotated drafts of Mulhallen's preface "On the Shoulders of Giants," which discusses Robert Landon	2011
	Descant 158		
1:18	Drafts of preface, contributors and art	Includes copyediting notations	2012
1:19-20	Edited Proofs	Complete proofs with corrections from copyeditors	2012
. Folders 1-4	Production Editors' Correspondence	Correspondence between Canaan Chu, the Production Editor, and contributors and staff at Descant	2012
	Contributors		
2:5	Geo Bowering	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
2:6	Barry Butson	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
2:7	Matt Carrington	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
2:8	Paul Carlucci	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
2:9	Rob Colter	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
2:10	Canaan Chu	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012

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2:11	Vicki Di Rado	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
2:12	Kevin Eckhoff	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
2:13	Paula Einstein	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
2:14	Jesse Patrick Ferguson	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
2:15	Paul S. Fowler	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
2:16	Aaron Giovannone	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
2:17	Catherine Graham	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
2:18	Meredith Hambrock	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
2:19	Debbie Okun Hill	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
2:20	Keith W. Inman	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
2:21	Mark Kingwell	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
2:22	Nanci Lee	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
2:23	Damian Lopes	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012

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2:24	Scott McIntyre	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
2:25	Anya Moryoussef	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
2:26	Sachiko Murakami	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
2:27	Alberto Manguel	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
Box 3 Folder 1	Jessica Parkinson	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
3:2	Rebecca Payne	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
3:3	Robert L. Raymond	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
3:4	Monty Reid	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
3:5	Elijah Schnitzler	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
3:6	Bryan Sentes	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
3:7	Cora Sire	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
3:8	David Thompson	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
3:9-10	M.H Vesseur	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012

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3:11	Mary B. Valencia	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
3:12	Andy Weaver	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
3:13	Sarah Wiseman	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
3:14	Bruce Wyse	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
	Descant 159		
3:15	Front of Book Copy	Copy of dedication page, table of contents and notes	2012
3:16	Back of Book Copy	Copy of contributor notes, detail of next issues and ads	2012
3:17	Draft of contributor biographies	With copy editing notations	2012
3:18	Proof of Preface	With email by Karen Mulhallen with corrections	2012
3:19	Edited Proof of Preface	With corrections by Karen Mulhallen	2012
3:20	Proof of Guest Editorial		2012
3:21	Proof of Contributing Editor's Column	Includes corrections, proofs and emails	2012
3:22	Proof of Art	With email regarding reproduction of images	2012

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3:23-24	Edited Proof	With notations and corrections made by Mulhallen	2012
3:25	Copyediting Correspondence	Correspondence between Karen Mulhallen and editors regarding proofs	2012
3:26	Research on Melancholia	Internet articles regarding melancholia	2012
	Contributors		
Box 4 Folder 1	Martin Bennett	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:2	Virgil Burnett	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:3	Richard Capling	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:4	Zac Clarke	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:5	Ellen Elder	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:6	Karen Green	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:7	Sean Howard	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:8	Bill Howell	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:9	Kate Hargreaves	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012

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4:10	Sandra Jensen	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:11	Daniel Karasik	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:12	Mark Lavorato	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:13	Joshua Learn	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:14	John McKernan	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:15	David Norman	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:16	Roland Prevost	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:17	David Reibetanz	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:18	Jean-Mark Sens	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:19	Hendric Slegtenhorst	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:20	Knute Skinner	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:21	Dorothy Speak	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:22	Jakob Tanner	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012

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4:23	L'Abri Tipton	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:24	Natalie Thompson	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:25	Gillian Wallace	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:26	Saint James Harris Wood	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:27	Zachary Monroe Costello Wood	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:28	Michael Wurster	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
4:29	Paul Zemokhol	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2012
	Descant 161		
Box 5 Folder 1	Preface	Drafts of Mulhallen's preface	2013
5:2-3	Drafts	Copies of accepted submissions in order, with a rough table of contents, including some correspondence from authors	2011-2013
5:4-6	Proof	Publishers proof of the issue	2013
	Descant 162		
5:7	Draft of call for Submission	Drafts, research and correspondence	2011

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	Descant 163		
5:8	Drafts	For Karen Mulhallen's <i>Towers at the Edge of a World: Tales of a Medieval Town, Remembering Virgil Burnett</i>	2013
5:9-10	Research	Research by Mulhallen on Virgil Burnett including a transcription of an interview Mulhallen conducted with Burnett in 1989 and a transcription of a radio show from <i>The Tale & the Teller</i> featuring an interview by Mulhallen with Burnett	1989-1990
	Descant 166		
5:11	Edited Proof	Complete proof with corrections from copyeditors	2014
	Contributors		
5:12	Gisela Argyle	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
5:13	George Bowering	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
5:14	Carson Butts	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
5:15	George Elliott Clarke	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
5:16	Trevor Corkum	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014

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Box 6 Folder 1	Liz Dolan	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:2	Barry Dempster	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:3	Mark Dudiak	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:4	Kathryn Franklin	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:5	Heidi Garnett	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:6	Rebecca Gould	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:7	Chris Hadfield	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:8	Deborah Heller	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:9	Susan Ingram	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:10	Mark Jarman	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:11	Ophelia John	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:12	Larissa Kostoff	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:13	Christine Korte	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014

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6:14	Robert Lake	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:15	Alberto Manguel	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:16	Robert Martens	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:17	Anja Nolte	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:18	Jason Paradiso	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:19	Andrew Pidoux	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:20	Barbara Ponomareff	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:21	Heidi Andrea Restrepo Rhodes	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:22	Matt Santateresa	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:23	Katrina Sark	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:24	Ellen Shearer	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:25	Amy Stupavsky	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:26	Joshua Synenko	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014

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6:27	Bettina von Kampen	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:28	Stephanie Warner	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
6:29	Ralph Williams	Hardcopy of submission with editor's comments, edits, and correspondence for this contributor.	2014
	Descant 167		
Box 7 Folder 1	Preface	Drafts, correspondence and research regarding Mulhallen's preface	2014
7:2-3	Edited Proof	Proof edited by Karen Mulhallen	2014
7:4	Manuscripts	Incomplete set of manuscripts with some edits	2014
7:5	Editorial Correspondence	Correspondence between editors regarding the	2014
7:6	Images	Copies of the images used in the issue	2014
	The Turkish Anthology of Canadian Literature – Beyond the 49th Parallel		
7:7	Correspondence	Correspondence between Karen Mulhallen, editors, and Turkish dignitaries regarding the publication of the anthology	2004-2005
	Contributors		
7:8	Margaret Atwood	Correspondence regarding Atwood's interest in contributing to the project and gaining permission to publish her story	2004

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7:9	Matt Cohen	Correspondence regarding gaining permission to publish his story	2004
7:10	Anne Dandurand	Correspondence regarding Dandurand's interest in contributing to the project and gaining permission to publish her story	2004
7:11	Timothy Findley	Correspondence regarding gaining permission to publish his story	2004
7:12	Mavis Gallant	Correspondence regarding gaining permission to publish her story	2004
7:13	Douglas Glover	Correspondence regarding gaining permission to publish his story	2003-2004
7:14	Katherine Govier	Correspondence regarding gaining permission to publish her story	2004
7:15	Barbara Gowdy	Correspondence regarding gaining permission to publish her story	2004
7:16	Nancy Huston	Correspondence regarding Huston's interest in contributing to the project and gaining permission to publish her story. Includes a copy of her story.	2004
7:17	Thomas King	Correspondence regarding gaining permission to publish his story	2004
7:18	Sonnet L'Abbe	Correspondence regarding gaining permission to publish his story	2004
7:19	Alberto Manguel	Correspondence regarding Manguel's interest in contributing to the project and gaining permission to publish his story. Includes a copy of several stories.	2004
7:20	Alice Munro	Correspondence regarding gaining permission to publish her story	2004

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7:21	Madeline Ouellette-Michalska	Correspondence regarding gaining permission to publish her story	2004
7:22	Janette Platana	Correspondence regarding gaining permission to publish her story	2004
7:23	Timothy Taylor	Correspondence regarding gaining permission to publish his story	2004
7:24	Michael Winter	Correspondence regarding gaining permission to publish his story	2004
	Production		
7:25	Printing Specifications	Printing specifications for <i>Descant</i> 119-121	2002
7:26	Printing Quotes	Printing quotes from various companies for <i>Descant</i> issues 96-100	1996-2000
7:27	Printing Quotes	Printing quotes from varying companies regarding the printing of a <i>Descant</i> index	1999
7:28	Notes	Handwritten notes for the preparation of an Index of all prior <i>Descant</i> issues, which appeared in <i>Descant</i> 133.	2005
7:29	Printing Quote	Printing quote from Hignell Book Printing for the reprint of <i>Descant</i> 124	2004
7:30	Resources for Production Editors	Resources for Production Editors including style guides, <i>Descant</i> staff lists and the use of the word 'Descant' in Literature	2011
7:31	Rainbow Covering Material	Sample book from Rainbow regarding covers for books	
7:32-34	Production Schedule	Schedules for <i>Descant</i> 128-131, 140, 153, 156, 157, 158, 159, 160, 161, 162, 166	2005, 2008, 2012-2014

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Art and Source Material			
Box 8	Lithograph	Signed lithograph by Eric Beddows (Ken Nutt), which was used in the issue	1999
Box 9 Folder 1	Descant Cover Art	A list of the cover art and artist for issues 3-93	
9:2	Source Material	Newspaper clippings used by Mulhallen for prefaces	2013-2014
9:3	Visual Source Material	Clippings, exhibition materials and promotional material on artists to be used for consideration for <i>Descant</i> art, specifically Descant 164.	2012
Distribution			
9:4-5	Distribution Memos	Internal memos and issue reports regarding the distribution of issues 117-148	2002-2010
9:6-15	Distribution for Descant Issues 140-149	Memos, labels, issue reports and contributor lists made for the distribution of specific issues	2008-2010

SERIES 2: DESCANT SUBMISSIONS AND REJECTIONS

Consists of manuscripts, prose and poetry that were submitted to Descant through email and post. Some rejections contain the original submission envelope with editors' comments.

BOX: FOLDER	TITLE	CONTENTS	DATE(S)
Boxes 10-21	Rejections		2011-2014

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Box 22 Folders 1-3	Accepted	Contains original manuscript and correspondence regarding materials that were accepted for publication.	2005
22:4-8	Accepted/Withdrawn	Contains original manuscript and correspondence regarding materials that were accepted for publication but later withdrawn by the authors	2014
22:9	Submission Bundle Sign-in, sign-out	Sign-in and sign-out forms by Descant editors for the purpose of taking submissions away from the office	2008-2010
22:10	Submission how-to-guide	Guide for Descant editors on how to log and rate submissions	
22:11	Submission Inquiries	Correspondence from individuals inquiring about the submission process	2011

SERIES 3: DESCANT BUSINESS/ADMINISTRATION

Business, staff and administrative records related to Descant literary magazine. This includes general administration, staff and hiring, manuals and guidebooks, promotional material, subscriptions, fundraising, the actions of the Women's Auxiliary, applications for grants from major Canadian foundations, nominations and awards through Canadian magazines and correspondence.

BOX: FOLDER	TITLE	CONTENTS	DATE(S)
	General Administration		
Box 23 Folders 1-4	Business Plan, Preparation and Drafts	Drafts, preparation material and a finalized document outlining Descant's goals, staffing, financials and development strategy	2005
23:5	Upcoming Issues	An emailed list of the themes of all upcoming issues from Descant 148-163	2010

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23:6-7	Book Inventory	An inventory of all Descant books held in stock	2001-2005
23:8	Profile and Gap Analysis	Article produced by Canadian Heritage, “Vitality and Vulnerability: Small and Medium Sized Magazines, a Profile and Gap Analysis.”	1999
23:9	Voicemail Log	Notebook containing information on received calls and voicemails to the Descant office	2009
23:10	Literary Agents	Lists of agents, sample letters and instructions on how to write effectively to an agent	
23:11-12	Insurance Records	Contains insurance policies for Descant from The Economical Insurance Group and ING direct	2002-2006
23:13-14	Canada Post – Publisher’s Statement of Mailing	Receipts for the postage to ship various issues of <i>Descant</i>	1995-2005
23:15-17	Office Notebooks	Notebooks containing production notes, appointments, phone messages and shipping information	[200- - 2007]
	Fundraising and Grant Applications		
	Grant Applications		
Box 24 Folders 1-11	Canadian Magazine Fund Support for Business Development for Small Magazine Publishers Program Applications	Completed and draft applications and subsequent correspondence for the Business Development for Small Magazine Publishers through Canadian Heritage. This also includes progress reports from previous years, as well as staff resumes, financials and estimates	2002-2008
24:12-13, Box 25	Canadian Magazine Fund Progress Reports, Contracts and Guides	Materials prepared and collected and received for CMF including progress reports, guides,	2003-2006

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		contracts, materials and surveys including financials, posters, and correspondence	
Box 26 Folders 1-6	Publications Assistance Program Applications	Completed and draft applications and subsequent correspondence for the Publications Assistance Program through Canadian Heritage, which assists with the price of postage.	2002-2008
26:7-11	Ontario Trillium Foundation Applications and accompanying Material	Draft of business plan	2004-2006
26:12-15	Ontario Trillium Foundation Agreements and Reports	Final Report	2004-2006, 2013
26:16-18 Box 27 Folder 1-3	Ontario Arts Council Grants to Periodicals Programs	Contains complete application for this program including supporting material and correspondence.	2003, 2004 , 2005, 2006
27:4	Canada Council for the Arts Program	Contains application drafts and material	2005-2011
27:5	Grant writing workshop	Details of workshop hosted by Descant	
	Fundraising - Proposals		
27:6-11	Proposals	Letters and materials prepared to send to foundations	1991-1994, 2005, 2006, 2009
27:12-15	Research, Correspondence, Samples	Research and correspondence regarding sponsorship and fundraising as well as sample letters	2002-2006
	Donations		
Box 28 Folder 1-9	Pledges and Donations	List of donations solicited and correspondence regarding private donations	1999-2000, 2004-2005
	Women's Auxiliary		

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28:10-11	Correspondence and Minutes	Correspondence between members regarding fundraising efforts and minutes to Women's Auxiliary meetings	2004-2005
28:12	Fundraising Campaign	Material for a letter writing campaign and fundraising for an insert in <i>Toronto Life</i>	2005
28:13	Membership	List of members and bios	2005
	Promotional Material		
Box 29 Folder 1	Descant in Numbers	Contains information on Descant including issue information, finances and events	2014
29:2	Flight Path & Destinations	A blurb regarding Descant's <i>First Nations</i> issue (1993)	1993
29:3-4	A Brief History of our Time	Draft materials and a finalized summary of the history of Descant with a pamphlet and branded folder	1992-1993
29:5	Testimonial Quote	Testimonial Quote from Katherine Govier regarding Descant	1992
29:6-10	Subscription Cards and Letters	Promotional cards and promotional letters regarding subscriptions to Descant	1999-2008
29:11-16	Ad Swap Ads and Correspondence	Ads and correspondence with other literary magazines regarding ad swaps and subscription promotions	1992-1999, 2003, 2004, 2007
29:17-19	Donation Letters	Letters to individuals requesting donations and a list of donors	1995-1996, 2001, 2009
29:20	Samples	Samples of promotional material including posters, newsletters, postcards and pamphlets	
29:21	Turkey Issue	Promotional material produced for the Turkey issue	2003

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29:22	Newsletters	Drafts and finalized copies of the Descant newsletter	2013-2014
29:23-24	Publicity	Publicity for Descant including clippings, reviews, blog entries ect	2003-2005
	Subscriptions		
29:25-27	Subscription Orders	Contains filled-in subscription cards, cheques, change of address slips and orders from individuals and institutions	2001-2005
29:28-30	Subscriber and donor lists	Lists of current and expired subscribers and donors	1999-2002
Box 30 Folders 1-2	Labels	Contains label information for subscribers and submitters (full name and address) for newsletters and circulation lists.	1992, 2007-2008
30:3-5	Data Entry	Contains data entry forms for subscribers includes addresses and payment information	1995-2001
30:6-11	Batch Reports	Contains Batch reports (from quick fill) for subscription orders and renewals	2008-2009
30:12-13	Renewal Update Report	Contains breakdown of a mailer effort for subscription renewal	2004-2005
30:14-15	Invoices	Invoices for subscriptions and back orders	2005, 2008
	Awards and Nominations		
Box 31 Folder 1	National Magazine Awards	Nominations for writers published in Descant for the National Magazine Awards	2001, 2004, 2011
31:2	Molson Prize in the Arts	Nomination for Karen Mulhallen	2005

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31:3	Penguin Canada – Extraordinary Canadians		
31:4-5	Journey Prize	Application made by Descant to the Journey Prize	2006-2007, 2011
	Staff and Hiring		
31:6	Circulation Manager Materials	Materials produced by the circulation manager and kept to assist future circulation managers	2004
31:7	Managing Editor	Information regarding the status of the Managing Editor position including the benefits of working freelance vs. employed. Also includes copies of all passwords for use by the Managing editor.	2005-2006, 2011
31:8	Production Editors	Manual for Production editors, includes additional information on CD	2006
31:9	Editorial Interns and Editors	Includes manual for Editorial interns, media list and articles on the copyediting	[2011\
31:10	Karen Mulhallen	Contains the time logs for Karen Mulhallen	2007-2013
31:11	Editors	Correspondence regarding the hiring of editors	2011
	Website		
31:12	Research on websites	Printed articles on the topic of websites	1999
31:13	Website set-up	Correspondence regarding the set-up of Descant's website	1999
31:14	Domain Registration	Correspondence regarding the registering of the internet domain descant.on.ca	2004

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31:15	Website changes	Correspondence regarding website upgrades and changes	2003
31:16	Blog	Correspondence and copies of blog entries	
31:17	Website Updates	Correspondence regarding updates in content to the Descant website	2011

SERIES 4: DESCANT FINANCIALS

Contains financial material relating to Descant, including financial statements, invoices, expenses, reimbursements, balance sheets, cash flow and disbursements. Series also includes records regarding the filing of taxes with Revenue Canada and specific records regarding bank accounts at CIBC and Royal Bank.

BOX: FOLDER	TITLE	CONTENTS	DATE(S)
	2007-2008		
Box 32 (Bankers) Folder 1	Donations	Invoices and receipts regarding donations received by Descant	2007-2008
32:2	Canada Revenue	Correspondence and tax receipts	2007-2008

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32:3	Insurance	Correspondence and policy documents regarding Descant's insurance with ING	2007-2008
32:4	Alligator Party Rental	Contract and terms	2007-2008
32:5	Distribution	Invoices to TTS Distributing Inc and remittance reports	2007-2008
32:6-12	Expenses and Invoices	Expenses and invoices related to the running and production of Descant including rent, printers, internet, website, design and out-of-pocket expenses	2007-2008
32:13	Banking	Deposit summaries and merchant statements	2007-2008
32:14	Promotional Expenses	Expenses related to events and promotional material	2007-2008
32:15	Membership	Invoice related to annual membership with Magazines Canada	2007-2008
32:16	Payment to artists	Correspondence relating to the honorarium payment to an artist for Descant 140	2007-2008
32:17	Distribution	Expenses related to the Distribution of Descant including shipping and postage	2007-2008
32:18	Revenue	Invoices related to revenue generated by Descant including book sales, royalties and donations	2007-2008
32:19	Accountant	Correspondence and financial documents related to the preparation of the yearly reports	2007-2008
32:20	Cheque Stubs	Cheque stubs from cheques written by Descant	2007-2008
32:21	Audit Notes	Notes and correspondence regarding the yearly audit	2007-2008

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32:22	Canada Council	Correspondence and financial information regarding Canada Council grants	2007-2008
32:23	Bank Statements	Monthly statements for Descant's account with CIBC	2007-2008
	2008-2009		
Box 33 (Bankers) Folder 1	CIBC Deposits	Copies of cheques deposited into Descant's CIBC account	2008-2010
33:2	Ontario Arts Council	Application drafts and notices of funding	2008-2009
33:3	Financial Statement	Materials used to create the annual financial statement and a finalized copy	2008-2009
33:4	Distribution	Invoices regarding the distribution of Descant	2008-2009
33:5	Descant Arts & Letters Foundation	Invoices and financial documents regarding the running of Descant's foundation	2008-2009
33:6	Audit Notes	Correspondence between Descant and their accountant regarding their annual audit	2008-2009
33:7-9	Banking	Monthly statements, deposits and cheques	2008-2009
33:10	Bookkeeping Invoices	Invoices for bookkeeping services	2008-2009
33:11	Canada Post	Invoices from Canada Post	2008-2009
33:12-13	Revenue Canada	Statement of accounts and charitable filing from Revenue Canada	2008-2009

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33:14	Cheque Stubs	Cheque stubs from cheques written by Descant	2008-2009
33:15	Circulation Invoices	Invoices for circulation and promotional work	2008-2009
33:16	Deposits	Deposit summaries from CIBC	2008-2009
33:17-18	Expenses	Expenses from Karen Mulhallen and Mary Newberry	2008-2009
33:19	Profit & Loss	Quickfill sheets regarding Descant's profits and losses	2008-2009
33:20	Donations	Invoices from all donations	2008-2009
33:21	Distributions	Invoices for distribution	2008-2009
33:22	Insurance	Insurance policies and invoices for Descant	2008-2009
33:23	Management Expenses	Descant travel expense forms and receipts	2008
33:24	Invoices	Invoices for media expenses, storage, bookkeeping and staff	2008-2009
33:25	Office Expenses	Invoices for office expenses and materials	2008-2009
33:26	Professional Fees	Invoices for professional memberships and organizations	2008-2009
33:27	Fundraising Invoices	Invoices for fundraising services	2008-2009

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33:28	Production and Printing Invoices	Invoices for photo duplication and printing of issues	2008-2009
33:29-30	Revenues	Revenue statements from copyright royalties, GST and advertisements	2008-2009
33:31	Bell	Invoices for Descant's telephone	2008-2009
33:32	Website	Invoices for website creation and updates	2008-2009
33:33-34	Canada Council for the Arts	Copies of application and internal financial statements reflecting payments	2008-2009
33:35	Ontario Arts Council	Copies of application and internal financial statements reflecting payments	2008-2009
33:36	Ontario Trillium Foundation	Correspondence and copies of cheques	2008-2009
33:37	Toronto Arts Council	Application and grant material	2008-2009
	2009-2010		
Box 34 (Bankers) Folder 1	CIBC Deposits	Copies of cheques deposited into Descant's CIBC account	2008-2010
34:2	Profit and Loss	Quickfill sheets regarding Descant's profits and losses	2009-2010
34:3	Finances	Correspondence and bank account details regarding annual finances	2009-2010
34:4	Revenue	Invoices related to revenue generated by Descant including book sales, royalties and donations	2009-2010

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34:5	Canada Council	Correspondence and financial information regarding Canada Council grants	2009-2010
34:6	Ontario Arts Council	Correspondence and financial information regarding Ontario Arts Council grants	2009-2010
34:7	Financial Statements	Correspondence and drafts regarding the assembly of the annual financial statements	2009-2010
34:8	Accountants	Contract with accountants regarding the annual audit	2009-2010
34:9	Insurance	Insurance policies and invoices for Descant	2009-2010
34:10	Revenue Canada	Statement of accounts from Revenue Canada	2009-2010
34:11	Banking	Monthly statements for Descant's account with CIBC	2009-2010
34:12	Cheque Stubs	Cheque stubs from cheques written by Descant	2009-2010
34:13	Financial Statement	Finalized statement for the fiscal year	2010
34:14	Remittance Reports	Remittance reports for issues sold	2009-2010
34:15	Grant Sketches	Draft material for annual reports sent to grant-funding bodies	2009-2010
34:16	Distribution	Invoices to TTS Distributing Inc and remittance reports	2009-2010
34:17	Banking	Deposit summaries and merchant statements	2009-2010

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34:18-20	Office Expenses	Invoices for office expenses and materials	2009-2010
34:21-27	Subscriptions and Sales	Invoices paid by Visa, PayPal, and cheque	2009-2010
34:28	Production Expenses	Invoices for design	2009-2010
34:29	Donations	Invoices and tax receipts for donations received by Descant	2009-2010
34:30-31	Charitable Return	Charitable return filing for Revenue Canada	2009-2010
34:32	Management Review	Financial aspects of management review	
	2012-2013		
Box 35 Folder 1	Revenue	Invoices related to revenue generated by Descant including book sales, royalties and donations	2012-2013
35:2	GST Refund	Notice of GST refund	2012-2013
35:3	Production Invoice	Invoice for the production of Descant 159	2012-2013
35:4-5	Office Expenses	Invoices for office expenses and materials	2012-2013
35:6	Honorarium Payments	Receipts for payments for authors and contributors	2012-2013
35:7-8	Banking	Deposit summaries and merchant statements	2012-2013

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35:9	Freelance Invoices	Invoices for payment of freelance employees	2012-2013
35:10	Expenses	Invoices and receipts for expenses	2012-2013
35:11	Charitable Return	Charitable return filing for Revenue Canada	2012-2013
35:12-22	Banking	Deposit summaries, merchant statements, cheque stubs, and invoices	2012-2013
35:23	Bell	Invoices for Descant's telephone	2012-2013
35:24	Donations	Invoices and tax receipts for donations received by Descant	2012-2013
35:25-29	Grants	Financial details about grants including Ontario Arts Council, Toronto Arts Council and Canada Council for the Arts	2012-2013
35:30	Distribution	Invoices related to distribution	2012-2013
35:31	Expenses	Expenses incurred by Karen Mulhallen	1998-2012
35:32	Garage Sale	Correspondence and invoices regarding Descant's biennial garage sale	2012
35:33	Invoices	Miscellaneous invoices	2012-2013
	Revenue Canada		
Box 36 Folder 1-9	Year-End Filing	Includes information related to, and preparation of, filing with Revenue Canada including	1995-1999, 2000-2002, 2004

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		correspondence with accountant and financial statements	
36:10-20	Goods and Service Tax/HST Return	Includes information related to filing for a Goods and Service Tax/HST Return including expenses, correspondence and financial statements	1994, 1996-1997, 1999-2000, 2002-2004, 2005, 2006
36:21-23	Registered Charity Information Return	Includes copies of the return and correspondence with Revenue Canada and Descant's accountant	2001-2002, 2004, 2005-2006
36:24	Business Number	Correspondence regarding the introduction of a new numbering system	1996
36:25	T5	T5 for interest from a GIC	1999
36:26	Correspondence	Correspondence with Revenue Canada regarding the Roadshow for registered charities	2004
	Royal Bank		
Box 37 Folder 1	Account set-up	Correspondence regarding Descant's new account	1999
37:2	Community Storefront set-up	Correspondence regarding Descant's account with community storefront	1999
37:3	Bank Records	Expenses, deposits and cheques	2001-2003
	CIBC		
37:4	GIC	Correspondence regarding the maturation of a CIBC GIC	1999

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37:5	Account set-up	Application to set-up a new business account	1999
37:6	Records and Correspondence		2003-2004
37:7-9	Bank reconciliations		2002-2005
37:8	Cash Flow	Budget reports in quickfill	2005
37:9	Disbursements	Disbursements shown in quickfill	2005
37:10	Visa Deposits	Visa deposit bank records	2006
Boxes 38-39	Cheques and Monthly Statements	Cheque stubs for Descant and monthly statements regarding Descant's bank account	1996-2002
	Financial Statements and Accounting		
Box 40 Folders 1-6	Financial Statement: Preparation, Draft and Final Report	Correspondence and financial spreadsheets prepared for the creation of the financial statement as well as financial statements for Descant prepared by Arthur Gelgoot and Associates	2002-2004
40:7	Foundation Audit	Materials prepared for the annual audit	2002-2003
40:8	Preparation for Business Plan	Correspondence and financial spreadsheets regarding the creation of Descant's Business Plan	2004-2005
40:9	Correspondence with David Burke	Correspondence between Descant and David Burke, a certified accountant	1997-2002

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40:10-12	Monthly Balance Sheets	Monthly balance sheets showing assets, liabilities, and earnings	1993-1994
40:13-16	Cash Flow	Includes rough notes, deposits and calculations of cash flow	2003, 2004-2005
40:17	Merchant Statements	Prepared by Global Payments	2004-2007
40:18	Ontario Retail Sales Tax Exemption	Application to be exempt from Ontario Retail Sales Tax	1998
40:19	Quick Fill Guide	Guide on the use of Quick Fill for small magazines including 2006 budget information for Descant	2006
	Invoices and Deposits		
Box 41 Folders 1-6	Expenses and Invoices	Including receipts, cheques and invoices related to the publishing of Descant	2003-2004
41:7-8	Invoices	Includes both paid and outstanding invoices	2001
41:9	Laura Ruiz Montes	Financial transactions with Laura Ruiz Montes regarding fundraising and donations for <i>Descant 134</i>	2006
41:10	Mauricio Rourk	Invoices, correspondence and service order's for Rourk's IT and computer services	2004
41:11	Electronic Purchasing	Invoices, printer specs and correspondence regarding the purchasing of electronic equipment for the Descant office	2004
41:12-14	Out-of-Pocket Reimbursement	Includes tally of expenses, receipts and forms for expenses incurred by Karen Mulhallen and Mary Newberry	2005-2006, 2011

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41:15	Deposits and Sales	Spreadsheets and balances delineating Descant's deposits, sales and other expenses	2002-2005
41:16	Donations	A donation by Descant to ReBoot of computer equipment	2005
41:17-18	Cancopy Royalties	Reports on royalties from Canadian copyright	1996-2003
41:19-23	Grants	Complete breakdown of how grants from the Canada Media Fund, Ontario Council for the Arts, Catherine and Maxwell Meighen Foundation and the Ontario Trillium Foundation were disbursed	2004-2005, 2007
41:24-25	Bankruptcy	Bankruptcy filing in which Descant is listed as a Creditor	2003-2004

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SERIES 5: DESCANT CORRESPONDENCE			
Includes invitations, photographs, promotional material, correspondence and minutes for events and meetings related to Descant. This includes issue launches, celebrations, the annual Book Ball, editorial meetings and the annual Descant Arts & Letters Foundation meetings.			
BOX: FOLDER	TITLE	CONTENTS	DATE(S)
	Correspondence		
Box 42 Folders 1-2	Manager's Correspondence	Email correspondence to and from Vera De Waard	2013-2014
42:3-4	Office Mail	Assorted email and hardcopy correspondence received at the Descant office	2010-2014
42:5	Submission Inquiries	Correspondence regarding submissions	2011
42:6-7	Internships	Correspondence regarding internships	2010-2011
42:8-10	Surveys and Newsletters	Filled out surveys received by Descant subscribers, as well as newsletter mailing list	2013
42:11	Canadian Magazine Publishers Association (CMPA)	Correspondence regarding membership	1997-2002
42:12	Ministry of Consumer and Commercial Relations	Correspondence regarding updating and verifying the corporate public record	1999
42:13	Critical Path Courier Services	Correspondence regarding Descant's courier membership	2003
42:14	Wendy Campbell	Thank you notes to subscribers and contributors	2005

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42:15	Canada Post	Correspondence regarding shipping and their program for publications	2008
42:16	Magazines Canada	Correspondence regarding Magazines Canada's consultant program	2010
42:17	Nice Note	Supportive letter received from a reader regarding Descant's issue on Sicily	2012
42:18	Ontario Heritage Trust	Correspondence regarding Descant's office space	2012
42:19	Yellow Pages	Correspondence regarding payment	2013

SERIES 6: DESCANT EVENTS AND MEETINGGS

Includes invitations, photographs, promotional material, correspondence and minutes for events and meetings related to Descant. This includes issue launches, celebrations, the annual Book Ball, editorial meetings and the annual Descant Arts & Letters Foundation meetings.

BOX: FOLDER	TITLE	CONTENTS	DATE(S)
	Events		
Box 43 Folder 1	Auction List for the 100 th Issue Party and Benefit	Includes a description of each time, their value and the realized price	1998
43:2	Descant Turkish event – Photographs	Photographs on CD from Descant's event to celebrate its special issue on Turkey (Descant 121)	2003
43:3	Venice launch (Descant 128, 129)	Correspondence, guest lists and speech preparation for <i>Venice</i> launch	2005

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43:4	Venice Launch	Correspondence with banks and other sponsorship bodies regarding funding for the Venice (Descant 128, 129) launch	2005
43:5	Book Ball	Invitation and other promotional material	2005
43:6	Liquor License	Liquor license issued to Descant for events	2005
43:7	Descant Poetry Workshop	Materials read at the workshop	2008
43:8-9	Winston Collins Prize for Poetry Celebration	Correspondence and notes regarding the yearly event. Also includes the winners and shortlist nominees for the prize	2010-2011
43:10	Masala Silent Auction	Fundraiser for Descant 162	2013
43:11	<i>Berlin</i> launch (Descant 166)	Correspondence, booking and speech preparation for <i>Berlin</i> launch in Montreal	2014
43:12	Untethered Launch	Print outs from <i>Descant's</i> blog regarding the launch of a new literary journal, including photographs of the launch. Also includes copy of <i>Untethered</i> Vol.1, No. 1 (2014)	2014
	Meetings		
Box 44 Folders 1-7	Descant Arts and Letters Foundation Meetings	Minutes and materials from meetings of Descant's foundation	1988-2007, 2013
44:8-10	Editorial Meetings	Correspondence, preparation materials material, attendance lists and minutes	2010, 2013
44:11	Meeting at Victoria College	Correspondence and material prepared for a meeting at Victoria College regarding the future of <i>Descant</i>	2014

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SERIES 7: WRITERS' RESERVE PROGRAM			
A funding program run by the Ontario Arts Council, which Descant functioned as a Recommender between 2009 and 2013. In this capacity individuals from Descant received submissions and made recommendations for funding.			
BOX: FOLDER	TITLE	CONTENTS	DATE(S)
	Writers' Reserve Program		
Boxes 45-54	Writers Reserve submissions and rejections	Contain original submissions, and submissions which were rejected by Descant which were rejected by Descant	2011-2015
54:1-3	Administrative Files	Related to Descant's role as a Recommender for the Writers' Reserve Program. Includes applications, guidelines and program information	2009
54:4	Acceptances and Rejections	List and applications of those both accepted and rejected for the Program	-2009-2010

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SERIES 8: NOW HEAR THIS! (NHT!) AND STUDENT, WRITERS AND TEACHERS (S.W.A.T)			
Administrative files related to Descant's outreach efforts for Now Hear This! (NHT!) and the Students, Writers, and Teachers (S.W.A.T.) program.			
BOX: FOLDER	TITLE	CONTENTS	DATE(S)
	NHT!		
	Administration		
Box 55 Folder 1	Projects – Operation Springboard	Forms, agreements and plans on NHT! Collaboration with Operation Springboard to host several events and workshops	2009-2012
55:2	Proposal –Interrelated Writers-in-Schools projects	Proposal including information on previous workshops and events and financial information	2012-2013
55:3	Support Letter	Letters from local politicians, schools and writers in support of NHT!	2007-2008, 2011
55:4	Toronto Arts Council	Application for a Toronto Arts Council Award	2009-2010
55:5	Strategic Plan	Drafts and final copy of a strategic plan	2009
55:6	Volunteers	Email correspondence from potential volunteers	2010

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55:7	Pasha Malla	Letter of support and invoices for freelance work	2007
55:8	Laura's Notebook	Notebook by a staff member with budget, administration and things to do	2009
55:9-11	Manuals and Guidebooks	Manuals and Guidebooks on NHT! Administrative policies, special project checklists, style guides and instructions for staff, interns and co-op students.	2008-2012
55:12	Community-led Street Events	Guidelines from the City of Toronto for community-led street events	
55:13	Office Material	Material including correspondence, memoes and agreements	2008-2011
55:14	Mailing List	Contact information for individuals on the mailing list	2009
55:15	Printing and shipping	Correspondence and invoices for printing and shipping of NHT! Publications	2011
55:16	Office Space Lease	Correspondence between employees of NHT! And the Ontario Heritage Trust regarding office space	2010
55:17	Back issues	Correspondence offering back issues of NHT! Publications to students and teachers participating in workshops	2011
55:18-20	Promotional Material	Includes examples of posters, leaflets, speeches and website updates	2012
55:21	Website	Detailing the page views of NHT!'s website	2011
55:22	Media Package Preparation	Draft materials for media package including clippings, letters of support and information on the program	2005

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55:23	Media List	List of media to contact for events and publicity	2011
Box 56	Collected materials on literary research, adult education programs, adult literacy and youth mentorship	Includes publications, magazines, pamphlets, internet articles and newspaper clippings	2009
	Financials		
Box 57 Folder 1-5	Budget for NHT!	Contained finalized and proposed budgets	2007-2012
57:6	Financial Statement	Contains the yearly budget and the financial statement of NHT!	2010-2011
57:7-18	Invoices	Submitted invoices from from staff and suppliers	2006-2013
57:19	Expenses	Receipts and other expense	2007
	Fundraising		
Box 58	Request and applications for funds	Contains applications and requests for funding to known Canadian corporations and foundations. Includes some correspondence between NHT! And funding bodies.	2007, 2010, 2011
Box 59 Folders 1-9	Ontario Trillium Foundation	Contains preparatory materials, applications and follow-up reports	2006-2011
59:10	Ontario Arts Council Compass Program	Application and other material	2008
59:11-14	Sample proposal to send to organizations and foundations for donations	Sample proposals that could be adapted for varying foundations	

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59:15	Grant Proposals	Drafts for grant proposals	2009-2011
59:16-17	Rejected Proposals	Letters from foundations rejecting their request for funding	2007-2008
59:18	List of Grants	A list of grants applied for by NHT!	2006-2007
	NHT! Student Publications (<i>Armadillo</i>)		
Box 60 Folder 1	Student Contracts	Signed contracts from students for publishing	2007
	NHT! Student Publications (<i>Barracuda</i>)		
60:2	Early Edits	Early edits on accepted submissions	2009
60:3	Edited Proof		2009
60:4	Writer Statements		2009
60:5	Accepted Submissions	Submissions accepted by editor with student's name, school and age	2009
60:6-10	Rejected Submissions	Submissions for NHT! Student publication <i>Barracuda</i> that were rejected	2009
	NHT! Student Publications (<i>Capybara</i>)		
Box 61	Rejected Submissions	Submissions for NHT! Student publication <i>Capybara</i> that were rejected	2012
Box 62 Folder 1-2	Early Proofs		2012

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62:3-4	Edits	Contains early edits of accepted submissions	[2012]
62:5-9, Box 63 Folder 1-2	Proofs	Edited and publishers proofs	2012
63:3	Cover proofs	Visual proof for the cover art	2012
63:4	Karen Mulhallen Preface	Drafts	2012
63:5	Lists	Includes a list of accepted submissions	2012
63:6	Accepted submissions	Submissions for NHT! Student publication <i>Capybara</i> that were accepted	2012
	NHT! Student Publications (<i>Dromedary</i>)		
63:7	Writer List	Complete list of accepted authors and their schools	2011
63:8	Introduction Pages Proof		2011
63:9	Printing Invoice		2012
63:10	Rejected Submissions	Submissions for NHT! Student publication <i>Dromedary</i> that were rejected	2011
	NHT! Student Publications (<i>Zine</i>)		
63:11	Submission Procedures and Examples	Provides students with the overview of the project, submission procedures and examples	2008

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Box 64	Submissions	Submissions for NHT! Student publication <i>Zine</i>	2008
	Events		
65:1-4	Hear Hear	Materials related to NHT! Hear, Hear event including research, media, speeches, and promotional material	2007, 2009, 2011
65:5-15	Write On!	Materials related to NHT! Write on! Events	2010-2011
65:14-16	Word on the Street	Registration information, promotional material and other papers relating to NHT! Participation in the Word on the Street festival	2007, 2010-2011
65:17	Writers' Circuit	Materials related to setting up an online forum for teen writers	2011
	Workshops		
Box 66 Folder 1	Scadding Court Community Centre	Contains materials related to the workshop held at this location. Includes agreements, topics, event reports, participation surveys, number of attendees and invoices	2011
66:2	Toronto Public Library Sanderson Branch	Contains materials related to the workshop held at this location. Includes agreements, topics, event reports, participation surveys, number of attendees and invoices	2011
66:3-4	Parkdale Activity and Recreation Centre	Contains materials related to the workshop held at this location. Includes agreements, topics, event reports, participation surveys, number of attendees and invoices	2011

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66:5	Rosedale Heights School for the Arts	Contains materials related to the workshop held at this location. Includes agreements, topics, event reports, participation surveys, number of attendees and invoices	2011
66:6	Senator O'Connor College	Contains materials related to the workshop held at this location. Includes agreements, topics, event reports, participation surveys, number of attendees and invoices	2011
66:7	Bereaved Families Ontario	Contains materials related to the workshop held at this location. Includes agreements, topics, event reports, participation surveys, number of attendees and invoices	2011
66:8	Workman Arts	Contains materials related to the workshop held at this location. Includes agreements, topics, event reports, participation surveys, number of attendees and invoices	2011
	Promotional Material		
Box 67	Large scale posters	Large scale posters created by NHT! Including promotion Hear, Hear events, Work On workshops and publications, including <i>Barracuda</i> and <i>Armadillo</i>	2009-2011
	S.W.A.T		
Box 68 Folder 1	External Partner Agreement with Toronto District Schoolboard		2005-2009
68:2	Collaborative Agreement with the Toronto Catholic District School Board	Signed agreements between Descamit and the Toronto Catholic District School Board	2009-2011

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68:3	Toronto Catholic District School Board Meeting Agenda	Agenda for a meeting between Descant and the Toronto Catholic District School Board regarding the S.W.A.T program	2009-2010
68:4-5	Budget		2011-2012
68:6	Participating Schools	List of school participating in the project	2008
68:7	Planning	Calendars, plans, promotional materials, agreements and list of teachers and schools	2010-2011
68:8	Evaluation Summary	Summarized facts from the student, teachers and writers evaluations	2007
68:9	Co-Op Internships	Application, resume and duties assigned to co-op internship recipient	2011
68:10-11	Orientation Package	Drafts of and sample orientation package for writers and teachers	2008
68:12	Promotional Material	Drafts from handbooks, guidebooks and questionnaires	2010
68:13	Jays Care	Completed application with correspondence	2007-2009
68:14	Ontario Trillium Fund	Correspondence regarding funding	2011
	Writers in Residence		
68:15	Invoices	Invoices from Writers in Residence	2007

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68:16	Ceri Evans	Contains materials, preparation and contracts	2008
68:17	Larry Frolick	Contains application, preparation, correspondence and contracts	2009
68:18	Chris Eaton	Contains application, preparation, correspondence and contracts	2009
68:19	Moez Surani	Contains application, preparation, correspondence and contracts	2008
68:20	Emily Pohl-Weary	Contains application, preparation, correspondence and contracts	2007-2008
Box 69 Folder 1	Paul Vermeersch	Contains application, preparation, correspondence and contracts	2009
69:2	Andrew Daley	Contains application, preparation, correspondence and contracts	2008-2009
69:3	Lian Goodall	Contains application, preparation, correspondence and contracts	2007
69:4	Christine Pountney	Contains application, preparation, correspondence and contracts	2007
69:5	Krista Bridge	Contains application, preparation, correspondence and contracts	2007
69:6	Zoe Whittall	Contains application, preparation, correspondence and contracts	2007-2008

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69:7	Adrienne Grubber	Contains application, preparation, correspondence and contracts	2010
69:8	Angela Szczepaniak	Contains application, preparation, correspondence and contracts	2010
69:9	Aaron Tucker	Contains application, preparation, correspondence and contracts	2009
69:10	Rebecca Rosenblum	Contains application, preparation, correspondence and contracts	2009
69:11	Catherine Graham	Contains application, preparation, correspondence and contracts	2009
69:12	Desi DiNardo	Contains application, preparation, invoices and photographs on a CD	2009
69:13	Mariko Tamaki	Contains application, preparation, correspondence and contracts	2007-2009
69:14	Jenny Sampirisi	Contains application, preparation, correspondence and contracts	2008-2009
69:15	Mary Lou Zeitoun	Contains application, preparation, correspondence and contracts	2007-2009
69:16	Tanis Rideout	Contains application and resume	2011
69:17	Paul Carlucci	Contains application, resume, police check and invoices	2011

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69:18	Roseanne Carrara	Contains application, resume, police check and invoices	2011
69:19	Jacob Scheier	Contains application and resume	2011
60:20	Emma Roberts	Contains application, resume, police check and invoices	2011
69:21	Ibi Kaslik	Contains application, resume, police check and invoices	2011
69:22	Elisabeth de Mariaffi	Contains application, resume, police check and invoices	2011
69:23	Nic Labriola	Contains application, resume, police check and invoices	2011
69:24	Natalie Zina Walschots	Contains application, resume, police check and invoices	2011
69:25	Julia Tausch	Contains application, resume, and invoices	2008
69:26	Joseph Maviglia	Contains application, resume, correspondence and invoices	2007-2008
Box 70 Folder 1	Colin Frizzell	Contains application, resume, correspondence and invoices	2007-2009
70:2	Devon Code	Contains application, resume, correspondence and invoices	2008-2009

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70:3	Police Checks	Completed police checks for writers in residence	2008-2011
70:4	Applications	Contains applications, CVs and references for individuals applying to be a writer in residence	2008-2011
	Forms and Surveys		
Box 71	Contact Forms, Photo and Publishing Consent Forms	Contact information for each student and consent to be photographed and completed forms allowing student's work to be published	2009
Boxes 72-73	Year-End Questionnaires for Teachers, Students and Writers-in-Residence	Completed questionnaires from teachers and students in the S.W.A.T program, and written reflections from teachers and students on the writers-in-residence program	2007-2011

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MULHALLEN (Karen) papers – 2016

SERIES 9: KAREN MULHALLEN'S PERSONAL/PROFESSIONAL FILES			
Contains manuscripts, typescripts, proofs, correspondence and images related to Karen Mulhallen's personal works. In particular, these files deal with Mulhallen's published works, as well as drafts and manuscripts for the books: <i>Fishing Poems</i> , <i>Code Orange</i> and <i>The Pillowbooks</i> . Also contains files from Mulhallen's personal life, such as photographs and correspondence, as well as her career and retirement as a professor at Ryerson University, including lecture and course material.			
BOX: FOLDER	TITLE	CONTENTS	DATE(S)
	Personal Life		
	Personal Correspondence, Interviews and Ephemera		
Box 74 Folders 1-2	Richard Landon	Materials related to the death of Richard Landon, director of the Fisher Rare Book Library. This includes newspaper clippings, memorial card and a bound book of the speeches given at his memorial service	2011
74:3	Karen Mulhallen Birthday	Birthday cards and emails	2013
74:4	Interview with Tony Urquart	Transcription of interview	1989
74:5	Interview with Virgil Burnett	Transcription of interview	1989
74:6	Clippings	Copies of newspaper articles featuring Mulhallen	1993
74:7	Poetry Juror of the National Magazine Awards	Contains email correspondence regarding judging and a copy of all submitted poems with Mulhallen's rating and comments	2015

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Box 75	The Critic	Painted cigar box with “the critic” written on front and with a plastic gun inside the box	
Box 75	Ryerson 25 Year Club Pin		
	Donations		
Box 76 Folder 1	Modern Literature and Culture Research Centre	Correspondence acknowledging Mulhallen’s donation and list of books and objects received	2011
76:2	Children’s Literature Archive	Appraisal lists and correspondence regarding Mulhallen’s antique toy collection	2011
	Nominations		
76:3	Order of Ontario Nomination	Includes paperwork, resume, letters of references and correspondence regarding Mulhallen’s Order of Ontario nomination	2012
	Personal Photographs - Loose		
76:4-8	Loose photographs	Photographs of friends and family and snapshots from vacations in Italy and Cuba	1968, 2005, 2012
Box 77	Loose photographs. Photographs from 1960s and 1970s were re-printed c.2004. Photographs are separated by a handwritten description by Mulhallen	Photographs detail: Toronto, Montreal, Karen Mulhallen, Richard Mulhallen, Vietnam Protests, Student Protests, Toronto Island, Ryerson, Ryerson classroom and Students, James Gillespie, Mosca, Ferry docks, Kensington Market, John Drew, Patrick MacDonald, Steven Westak, Bruce Bauley, Heather Paquin, Dominican Republic, Venice, Jane Sommerville, David Caspar, Turkey, Arizona, Budapest, Cuba	1967-1973, 1994-2006

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	Personal Photographs - Albums		
Boxes 78-84	Albums – Personal and Vacation	<p>Photograph albums, many with handwritten description on spine, inside cover or under photographs. Includes photographs of trips to: Baja, Los Angeles, England, Paris, Vancouver, Woodstock (ON), Puerto Vallarta, Italy, Jordan, Yucataw, Baja, Cuba, Yuca, Toronto, Bahamas, Dublin, Santa Barabara, Haliburton, Cancun, Australia, Norway, Aruba, Malibu, South Africa, Costa Rica, Winnipeg, Banff, Camping</p> <p>As well as photos of friends and family.</p>	1949-1960, 1978-2000
	Professional Relationships		
	G.E Bentley Jr		
Box 85 Folder 1	Curriculum Vitae	A complete copy of G.E Bentley Jr's curriculum vitae	2009
85:2	Correspondence	Correspondence, primarily email, between Bentley and Mulhallen	2008-2011
85:3	<i>Pictura Ignota: Blake's Most Seen, Least Known Painting</i>	Copy of Bentley's essay	2010
85:4	<i>Remember Me! Customs and Costumes of Blake's Gift Book</i>	Copy of Bentley's essay	2010
85:5	<i>The Temerity of Innocence</i>	Copy of Bentley's essay	2010
85:6	<i>Blake and Stedman as Costumiers: Curious Copies of Blake's Engravings in 1821</i>	Copy of Bentley's essay	

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85:7	Dinner Party Photographs	Printed out photographs from a dinner party held by Bentley in Mulhallen's honour	2010
	James Musselwhite		
85:8	Correspondence	Correspondence between Musselwhite and Mulhallen	2013
85:9-12	Publications	Excerpt and published copies of <i>Two Spirits: Lazarus</i> (2011), <i>Two Spirits: Pandora</i> (2012), <i>Two Spirits: Adam and Angela</i> (2013)	2011-2013
	Professional Writing		
	Numero Cinq		
Box 86 Folder 1	Correspondence	Correspondence with Douglas Glover regarding Mulhallen's piece on Mavis Gallant	2014
86:2-5	Drafts	Edited drafts of Mulhallen's interview with Mavis Gallant, "Landon/Gallant: No. 5, July 27, 1989"	2014
86:6	Research	Research on Mavis Gallant including clippings	2014
	Code Orange		
86:7-16	Drafts	Handwritten, typewritten and computer processed drafts with handwritten annotations, edits, notes and trackchanges	1999, 2001, 2003, 2013-2015
86:17-20	French language drafts	French language drafts with some correspondence from the translator	2014-2015

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86:21	Publishers Manuscript	Final draft sent to the publisher with correspondence between Mulhallen, translator and editor	2015
86:22	Proof	French language proof	2015
86:23-25	Research	Research and early notes made after a trip to Curacao and on Jewish culture in Curacao	1998-1999
86:26	Cover art correspondence	Correspondence between publishers, Mulhallen and artist regarding cover image	2014
86:27	Correspondence with Sam Solecki	Email correspondence with Sam Solecki and his edits and comments on a draft of <i>Code Orange</i>	2013
86:28-31	Correspondence	Correspondence with potential publishers regarding the manuscripts as well as Correspondence with publisher, publicists and translator regarding the publishing of the manuscript	2014-2015
86:32	Publicity	Print outs of online poems printed on the <i>Numero Cinq</i> website	2014
	Fishing Poems		
Box 87 Folders 1-2	Source Materials	Material used and collected for <i>Fishing Poems</i> , composed primarily of clippings, ephemera and personal photographs of Port Dover	1971-2014
87:3	Historical Research	Handwritten notes on the town of Port Dover	19720
87:4	Celtic Research	Internet articles and notes	
87:5	Epigraph	Copies of early Celtic poems, with notes, used for epigraphs in the book	2014

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87:6	Correspondence	Email correspondence between Mulhallen and Brent Whipple regarding the publishing of <i>Fishing Poems</i> . Includes a finished draft of Whipple's poetry book, <i>Tattoo: A Spiritual Odyssey</i>	2014
87:7-8	Launch	Correspondence regarding the launch	2014
	Pillowbooks		
87:9	Cover art	Original Turkish painting purchased by Mulhallen in Turkey in 2006	
	The William Blake Project for the University of Toronto Quarterly, Vol. 80, No 4 (Winter 2011)		
87:10	Author and Editor Information Sheets	Contains drafts of some essays for the issue	2011
87:11-12	Drafts	Contains a complete draft of the issue with some notations by Mulhallen	2011
	Poetry		
87:13	<i>Toward Punta Banda</i>	Several drafts of the poem with annotations	1981-[200?]
87:14	<i>The Sea at Hove</i>	Several drafts of the poem with some notations	2001, 2014
87:15	<i>A Personal Bestiary</i>		2002
87:16-17	<i>How Beautiful with Earrings</i>	Handwritten copy, as well as typed copy with email correspondence seeking publication	2013

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87:18	<i>Snowstorm 9:10am</i>	Typed copies	2014
87:19	Correspondence	Email correspondence between family, friends and colleagues regarding writing, poetry and published works	2014
	Publications		
87:20	<i>Studies in Bibliography</i>	Consists of the issue as well as a copy of “‘For Friendship’s Sake: Some Additions to Blake’s Sheets for <i>Designs to a Series of Ballads</i> (1802)”	1976
87:21	<i>Blake an Illustrated Quarterly</i>	Book reviews written by Mulhallen and published in <i>Blake an Illustrated Quarterly</i> . Consists of copies of her reviews and the two issues in which her work appeared (Summer 1977, Fall 1985)	1977, 1985
87:22	<i>Colby Library Quarterly</i>	The issue in which Mulhallen’s article “William Blake’s Milton Portraiture and Eighteenth Century Milton Iconography” appeared (March 1978)	1978
87:23	<i>Poetry Toronto Newsletter</i>	Published poems by Mulhallen	1981
Box 88 Folder 1	<i>The Wordsworth Circle</i>	Book reviews written by Mulhallen and published in <i>The Wordsworth Circle</i> . Includes Xerox copy of table of contents and two issues in which her work appeared (Summer 1981, Autumn 1986)	1981, 1986
88:2	<i>The Canadian Forum</i>	Book reviews written by Mulhallen and published in <i>The Canadian Forum</i> . Includes drafts, Xerox copies and copies of the journal (723, 724)	1982

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88:3	<i>White Wall Review</i>	The issue in which the poem “On the Twelfth of November” by Mulhallen appeared.	1983
88:4	<i>Wascana Review</i>	Copy of Mulhallen’s story “A Tale of Two Cities,” which appeared in <i>Wascana Review of Contemporary Poetry and Short Fiction</i> (Spring 1995)	1995
88:5	<i>Bordercrossings</i>	The issue in which Mulhallen’s essay “Schaferscapes” appeared (Feb. 1996)	1996
88:6	<i>7Papers of the Bibliographical Society of Canada</i>	Book review written by Mulhallen and published in <i>Papers of the Bibliographical Society of Canada</i> . Includes copy of the review and the issue in which it appeared (Autumn 1996)	1996
88:7	<i>Ken Nutt: The One Man Group Show</i>	Copy of an exhibition catalogue for the Woodstock Art Gallery, which includes “Bower, Maze, Mirror: Four Sketches of Ken Nutt” by Karen Mulhallen	1997
88:8	<i>Blake an Illustrated Quarterly</i>	Copy in which Mulhallen’s remembrance to Janet Adele Warner appeared (Summer 2006)	2006
88:9	<i>University of Toronto Quarterly</i>	A copy of a book review written by Mulhallen, which was published in <i>University of Toronto Quarterly</i> (Winter 2009)	2009
88:10	<i>Offside</i>	A copy of the publication <i>Offside: A Black Boss Press e-magazine</i> (May 2012) in which Mulhallen’s article <i>Life as a Library Comorant</i> .	2012
	Professional Life at Ryerson		
	Ryerson Lecture Materials		

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88:11-23	Lecture Materials	Consists of materials, including notes, clippings, articles and bibliographies used by Mulhallen for University classes at Ryerson. Also includes lecture slides, correspondences, digital lecture materials (CDs) and grading rosters	1979-2010
88:24-26, Box 89	Administrative Material and Correspondence with students	Including syllabi, departmental memoes, class lists, grading rosters, accomadations and correspondence from students	1995-2010
89:25	Sarwan Sahota Distinguished Scholar Award	Correspondence and material related to Mulhallen's selection for the Sarwan Sahota Distinguished Scholar Award	1998
Item	Sarwan Sahota Distinguished Scholar Award	Framed award to Mulhallen	1998
Box 90	Alphabetized notecards	Alphabetized notecards with biographical information and works on poets written in Mulhallen's hand	
	Retirement		
Box 91 Folder 1	Certificate of Retirement	Presented to Mulhallen from Ryerson University	2011
91:2	Professor Emeritus	Certificate given to Mulhallen conferring the title of Professor Emeritus upon her retirement	2011
91:3	Ryerson Pension Plan	Correspondence, forms and paperwork related to Mulhallen's pension through Ryerson University	2007
91:4	Canada Pension Plan	Correspondence and paperwork related to Mulhallen's contributions into the Canada Pension Plan	1988-2001
91:5	Correspondence	Correspondence with colleagues at Ryerson University regarding Mulhallen's retirement	2011

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91:6	Photographs	Photographs from retirement party, which was held at the Arts and Letters Club	2011
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