

Submission Checklist

Pick the type of work you want to submit (ideally, your strongest unpublished work).

- A piece of prose (fiction or nonfiction)
- Poems (usually up to 5, no more than 8-10 pages)
- Flash (usually up to 3)
- Chapbook (usually between 15-30 pages)
- Manuscript (usually 60 pages or more)

Write the title(s) of the work you will submit here: _____

Select 3-5 publications to submit your work to.

- Look for a good fit
- Be sure they are open for submissions

Write the names of the publications you will submit to here: _____

Draft a cover letter that includes the following:

- The date
- The editor(s) and publication name
- The title(s) of your work
- Disclosure of any simultaneous submissions
- A third-person bio
- Gratitude for the organization's time

Format your submission.

- If you're including multiple pieces, combine them into a single document
 - For poems, each poem should begin on its own page
- Use a simple font and simple formatting (poets may disregard)
- Save final version as a doc. or docx. (easy to go from doc. to pdf. but not always vice versa)

Submit!

- Create a custom cover letter for each submission (unless they tell you they don't want one)
 - Paste it into cover letter field or into body of an email
- Make any necessary adjustments to ensure your submission meets the publisher's guidelines, and upload as attachment.
 - Examples of possible publisher guidelines:
 - Send only 3 poems, not 5
 - Send as a docx., not a pdf
 - Remove your name from the submission (or include it)
- Triple-check your work
- Click send/submit

Begin tracking your submissions using the template provided or a personal system.