

## Things to know about submitting manuscripts to journals

- ❑ Before submitting to a particular journal:
  - ❑ Send for guidelines and include an SASE (*self-addressed, stamped envelope*) with request, or check out the journal's guidelines on its website.
  - ❑ Highly recommended: obtain a sample copy of that journal and examine it to determine what types of stories or poems are appropriate for that journal.
- ❑ NEVER pretend in your cover letter that you have read a journal if you have never actually seen it.
- ❑ All submitted material should be typewritten, double-spaced, on standard 8-1/2" x 11" white paper.
  - ❑ NEVER submit handwritten material.
  - ❑ NEVER type material on both sides of a sheet of paper.
  - ❑ NEVER submit material on nonstandard-sized paper (larger or smaller than 8-1/2" x 11")
  - ❑ ALWAYS be sure that typewriter ribbon or computer printer yields **crisp, dark copies**.
  - ❑ NEVER use all capital letters for entire text—it's difficult to read.
  - ❑ NEVER use fancy or unusual type such as *Chancery* or *Script* for entire text—such typefaces are difficult to read.
- ❑ Include name and address on first page of manuscript.
- ❑ Number pages, and include a header—an abbreviated title, top of page, flush left—on every page. Some journals prefer author's last name as well. Check individual journal guidelines for preparation of header.
- ❑ BE SURE TO INCLUDE AN SASE (self-addressed, stamped envelope) WITH EACH SUBMISSION.

Most journals will not respond to submissions whose authors have not followed these guidelines, particularly in regard to including an SASE. Those submissions are thrown into the trash. **THE END.** *Don't let that happen to your submission!*