Literary Magazine Submission Checklist

**All these points are industry standard. Follow them unless otherwise directed by the publication.**

**Files**

* Margins are set at one inch all around.
* Text is double-spaced.
* Word count is within the requested limit.
* File is a Word document.
* Text is all in Times New Roman, twelve-point font.
* The first page of the work contains the title, your name, and the approximate word count.
* Your last name and the page number appear on all pages.

**Cover Letter**

* Included salutation and editor’s last name, followed by a colon.
* Double-checked the editor’s name.
* Didn’t use a snappy intro, only something like, “Please consider . . .”
* Included what the piece is (story, poem, or essay), the title, and an approximate word count in the first line.
* Included a short bio about location and work done so far.
* Mentioned any previous awards or other publications.
* Showed you’ve read the magazine in some small way.
* Used software to read the cover letter out loud to make sure each word is the intended one.
* Mentioned whether this is a simultaneous submission.
* Spell-checked the letter.
* Closed by thanking them for their time and consideration.
* Made sure to change all important information, such as the publication name, if reusing the letter.

**Procedures**

* Made sure to send during the publication’s reading period.
* Checked whether the publication accepts simultaneous submissions.
* Checked whether you are still waiting on another submission at this publication.

**Records**

* Recorded the submission on Submission Tracker and selected “Waiting to Hear.”