

# 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."