

Poetry Submissions Checklist

- ‡ Limited to one page
- ‡ Can be either single-spaced or double-spaced
- ‡ One space after closing punctuation
- ‡ Font is Times New Roman, Size 12
- ‡ ONE poem per attached document

Does your email include:

- ‡ Your Name?
- ‡ A one paragraph biography?
 - Remember! The biography can be real or fictional. Have fun!
- ‡ Your contact information (email address or phone number)?
- ‡ The type of submission – Poem
- ‡ The word count?
- ‡ The title of the work?
- ‡ The attached Word or PDF document?
 - Please do not send multiple poems in the same document. Multiple poems should be sent as separate attachments.