

Short Story & Essay Submissions Checklist

- ¶ Word count is 5,000 words or less
- ¶ Submission is double-spaced
- ¶ One space after closing punctuation
- ¶ Font is Times New Roman, Size 12

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 (Essay or short story)?
- ¶ The word count?
- ¶ The title of the work?
- ¶ The attached Word or PDF document?