DO'S AND DON'TS OF SUBMISSION ETIQUETTE

DO

- Research publication options to find the right fit for your piece
    - Typically, publications will be looking for a specific type of work. For instance, if you write sci-fi or fantasy themed short stories, you will not want to submit your work to a publication that focuses on the standard "literary" short story. Instead, research publications that focus on the type of work you are submitting.
- Follow publication's submission guidelines
    - Publications, especially large publications, receive hundreds of submissions, and they will often look past submissions that have not followed their submission guidelines.
- Keep your cover letter short
    - An editor's time should be respected, and you want their limited time spent reading your submission, not your cover letter.
- Be professional
    - The professionalism of your cover letter will reflect your work as a writer. An editor will not waste their time reading a submission if the cover letter is unprofessional.
- Acknowledge simultaneous submissions
    - If the magazine accepts simultaneous submissions, make sure to acknowledge if you will be submitting your work to other publications simultaneously. Not only is this courteous, but it will also show that you have knowledge of how the publishing world works.
- Show appreciation for the time and consideration of the editors
    - Make sure to show consideration by following submission guidelines, keeping your cover letter brief and professional, and verbally acknowledging appreciation in your cover letter.
- If submitting by mail, include a self-addressed stamped envelope (SASE)
    - Always include a SASE with a mail-in submission. This will allow the publication to send you your acceptance or rejection letter.
- Include word count
    - If your submitting prose, include the word count in the body of your cover letter, in parentheses, after the title of your submission.

DON'T

- Be cute / casual
    - A cover letter is not a place to be cute, funny, or clever. It is also not a place to be conversational. You are not sending a text or Facebook message to a friend. A cover should always be professional. (see "be professional" above)
- Praise yourself / be arrogant
    - Self-praise and showing arrogance in a cover letter is unprofessional. You can and should briefly mention previous publications, but please do so tastefully.
- Explain, paraphrase, or praise your work
    - If your cover letter is professional and you follow submission guidelines, the editor will read your submission. Let your work speak for itself.
- Try to make your cover letter unique
    - Remember that the most forgettable cover letter is often the best.

FORMATTING YOUR COVER LETTER - TEMPLATES

EMAIL SUBMISSION

Dear [Editor's name (if known) OR Editor(s)]:

Attached, please find my submission titled "[Title of Submission]" for your consideration in [*Title of Journal/Magazine*].

[Add any other statements required by publication and/or a short statement as to why you believe your work would be a good fit for this publication.]

[Brief bio, no longer than three sentences, that includes any previous publications]

Thank you in advance for your time and consideration, and I look forward to hearing back from you soon.

Sincerely,

[Your Name]

[Address]
[Email]
[Phone Number]

SUBMITTING BY MAIL

[Editor's Name]
[Title]
[*Title of Publication*]
[Address of Publication]

Dear [Editor's name (if known) OR Editor(s)]:

Enclosed, please find my submission titled "[Title of Submission]" (word count) for your consideration in [*Title of Journal/Magazine*].

[Add any other statements required by publication and/or a short statement as to why you believe your work would be a good fit for this publication.]

[Brief bio, no longer than three sentences, that includes any previous publications]

Thank you in advance for your time and consideration, and I look forward to hearing back from you soon.

Sincerely,

[Your Name]

[Address]
[Email]
[Phone Number]

Enclosed: ["Title of Submission," SASE