

More Ink's

Guide to Online Lit Submissions

- Save the following items in a folder on your desktop. Name the folder *Submissions*.
- ✓ Your short bio.
- ✓ A brief cover letter. I use the same template over and over, tweaking a little each time.
- ✓ A copy of the work to be submitted, renamed using the journal name and the date (example: Word Riot 6.16.13). This is your tracking document*.

As you proceed through the submission process, you will copy and paste all of the information into this document and when you're finished, you'll have a complete record of your submission.

- Go the website of the journal and leave this browser open as you work through the following steps.
- Even if you've read the Submission Guidelines before, read them again. Check your work to make sure it meets the guidelines and date requirements.

In general, there are 2 ways that journals accept work electronically:

- Using a submissions manager
- By email

Submission managers (like [Submittable](#)) allow you to sign-in using your Facebook account or give you the option of creating an account using your email address and a password.

- Choose a method.

If you are already logged into your Facebook account, this method only requires one click. If you choose to create an account, enter the requested information and record your login information so that you can login upon return. You only need to sign-up once. After that, you will have the capability to login and see the status of all work which has been submitted using this particular submissions manager or to submit new pieces.

Some journals have only one area in which to submit, while others are split into different genres. Choose the appropriate place for your work, and click Submit.

You will now complete the information requested from you, copying and pasting into your tracking document* as you work. Proofread everything three times.

Title: Some journals will instruct you on title format in their guidelines. Follow these instructions exactly. If there is no instruction, include the title of the piece and your last name in the title of the submission.

Exception: If you are submitting multiple pieces in one file, do not attempt to list the title of each piece in the title of the submission.

If I were submitting one poem entitled *The Red House*, I could use this title: *Kalinich The Red House*. However, if I were submitting 5 poems at the same time in one file, I would use a title like this: *Kalinich Poetry Submission*. Decide on a title and type it at the top of your tracking document*. Highlight the text of this title and copy (CTRL C), then click into the Title field in the submissions manager and paste (CTRL P).

Some journals request a cover letter, some do not. If you submit one, it should be short and to the point. Unless it has been requested in the Submissions Guidelines, this is not the time to insert a long, edgy bio. If they need a bio later, they'll ask.

- There will be a button which allows you to upload or attach your file. Click this, browse to the completed, proofed file of your written piece and click to upload. Click the submit button to finalize submission.
 - Note that I'm assuming you have formatted your work to meet the requirements of the journal. If you're not sure about that, check again before you actually hit the submit button.

You should get an automatic confirmation (generated by the software) via email in seconds.

- Save your tracking document.

Email submissions are simply that. When you click on the button that says *Submit Here* (or something like that) an email pops up, allowing you to enter a Subject and Body and then hit send, just like any other email. The submission guidelines will tell you how they prefer the submission. Some allow the text of the written piece to be directly pasted into the email, while others prefer it to be uploaded as an attachment. Use the same process of creating a tracking document*, recording all information in your submission, and saving the document into your *Submissions* folder.

Some additional tips:

- Always follow the Submission Guidelines.
- Read the publication before submitting to determine if it's a good fit for your work.
- Do not submit simultaneously if it is forbidden by the guidelines.
- I have spoken to many writers who log their submissions in list form and track only the title, date, and journal information. I suggest including the actual text of your written piece in the tracking document*, especially if you tend to do many edits on your work. If your piece is accepted six months from now, you will need to know exactly which version they accepted.
- Unless it is otherwise stated, multiple pieces which are part of one submission should be compiled into one document. Format this well, using page breaks between the pieces.
- Some journals request that your name does not appear on the body of the submission. This is to ensure unbiased evaluation of your work.
- Accept rejection gracefully.
- How can you decide where to submit?
 - The best method is to read voraciously and regularly, then pick your favorites.
 - [Duotrope](#)
 - The [Review Review](#)
 - [New Pages](#)
 - Join me at [More Ink](#). I regularly post interesting journals and calls for submissions.
- And finally, purchase and support lit mags!

[Robin Kalinich](#) leads [Ink & Alchemy](#) and [More Ink](#), both dedicated to promoting creative endeavors and building communities which support and enable the artist. Please join us!

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