Basic Submission Guidelines for Sending Poetry to Any Editor.

Here's some basic formatting hints for preparing your poetry to be read by others; it's a good idea to do this ALL the time and get used to doing it as a reflex. Thank you!

1. When sending work for feedback, please send in Word or save as .doc or .docx if you use another software.

2. Always create a header and put your name and email address in the header so that it appears on every page. Put page numbers as well in header. This way, your pages always have your name and a page number and the identity of the writer won't be a puzzle for the person looking at the pages.

3. Name your file with your own name and with the destination or purpose of the file, i.e.:

   MYNAME_wr in res feedback meeting_Nov 3

4. (If you name your file with the recipient's name it will just get lost on their computer, or you will be obliging THEM to change your file number, which means they are doing YOUR work)

5. Always present your work in the same format you would use to submit it to a magazine or editor, i.e. make it look to them like you would like it to look in a book:

   • Use "page break" to start a new page; don't go to the new page by adding paragraph returns. (If you do the latter, your work may arrive in strange formats at the recipient's computer… with poems starting at the bottom of a page under another poem and continuing at the top of the next page, etc.)

   • Do not put two poems on the same page unless you intend them to be related and printed together; what the reader reads on the page IS the poem.

   • An additional good idea is to format your page margins not for 8.5 x 11 paper as no book or journal or magazine is that size, but format them as if the outer boundaries were 6 x 9 inches… (i.e. the text width should be 5" or 5.5" max and the text length 8" max). That way you'll be creating works that, if they are every published, will look the way you intended.

   • Use a standard serif font like Times New Roman or Garamond, in 12 point size. Poems should be spaced the way you intend them to appear: ie. single-spaced, or more widel spaced but not double-spaced as for prose submissions. When the editor or recipient looks at your poems on the page, they should see them the way you want them seen when printed-

prepared by Erín Moure, writer in residence, November 2021