

Before You Hit Submit

A last calm look, so the only thing an editor judges is the writing.

Piece _____
Going to _____

THE FIT

- ☐ I have read at least one recent piece the magazine published.
- ☐ My piece matches their genre, length limits, and any theme or call.
- ☐ They are open to submissions right now (check the reading period dates).
- ☐ I know whether there is a fee, and I am comfortable paying it.

THE GUIDELINES

- ☐ I have read the full guidelines today, not from memory.
- ☐ I know if they accept simultaneous submissions, and how many pieces at once.
- ☐ I know whether they read blind (no name on the manuscript).
- ☐ I know which file type they want, and how to name the file.

THE LETTER AND FORM

- ☐ The editor and magazine names are correct, with no leftover names from another submission.
- ☐ The bio is the length they asked for and written the way they asked (often third person).
- ☐ The word count in my letter matches the piece.
- ☐ Every form field is complete, and I have saved a copy of what I wrote.

THE MANUSCRIPT

- ☐ The title is final and matches everywhere I typed it.
- ☐ Spelling, grammar, and formatting have had one slow, final read.
- ☐ Font, spacing, margins, and page numbers follow their format (or a clean standard one).
- ☐ My contact details are on it, or removed if they read blind.
- ☐ Track changes and comments are gone, and the right version is attached.

AFTER I SEND

- ☐ The submission is logged on my tracker with the date and expected reply time.
- ☐ I saved the confirmation email or submission number.
- ☐ I have a reminder to withdraw everywhere else if it is accepted.
- ☐ I have decided what comes next if it is declined (the next magazine on my list).

FOR THIS SUBMISSION

Word count _____

Fee paid _____

Reply expected by _____

Confirmation no. _____

If declined, next send to _____

If you only check three things: the guidelines, the editor's name, and that the right file is attached.

Then let it go. Start the next piece while you wait.

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