Literary Magazine Submission Form

(Fill out all of the information at the bottom please!)

**PLEASE NOTE:** ***You may only submit (2) writing submissions and (2) art submissions***

(you may submit two of each). Written submissions must not exceed 750 words.

**If you are submitting a digital copy (preferred):**

Step 1: Fill out this form before submission, and check “digital copy” below.

Step 2: Follow instructions on the back of this form for submitting online.

Step 3: Put this form into the manila envelope.

**If you are submitting a hard copy:**

Step 1: Fill out this form before submission.

Step 2: Put your name on the back of your submission.

Step 3: Attach your artwork or writing with a paperclip to this form.

Step 4: Put this form with attached submission into the manila envelope.

***\*If possible, please submit digitally!\****

Your Name and Grade: Check to be anonymous

Submission type (check one): Artwork Writing

Title(s) of Artwork or Writing:

Inspiration for your work (optional):

Please check here if you are submitting digitally:

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How to submit on the Student Share Drive to the Literary Magazine

**File Path - T:\Literary Magazine Submissions**

1. First of all, make sure you have filled out a paper submission form with your information on it and put it into a Lit Mag Folder in your English or Art classroom, or in the Library.
2. Find the “Literary Magazine Submissions” folder on the student shared drive. Once there, double click on your class folder (Freshmen, Sophomore, etc.).

1. Save your file(s) in the following format (your name 1, your name 2). For example, Jane Doe would save her file(s) as “janedoe1” and “janedoe2”. That’s it!

(If you have any questions, see Mr. Amtmann in room 101 or Miss Fleck in the library!)