

Submittal Checklist and Instructions

1. Download this PDF to your computer's hard drive.
 2. If you are making multiple submissions, make a copy of the PDF for each submission. **Each submission requires a separate checklist.**
 3. Rename the PDF [Your Last Name]-1 for your first submission [Your Last Name]-2 for the second submission, etc. **It is important that each PDF have a different name.**
 4. Open the PDF(s) and fill in the blanks.
 5. Save the PDF(s) and attach to your submission(s) email.
 6. Send submission email to SubmitLitReview@calwriters.org. Paper submissions are not accepted.
 7. Make a payment by PayPal (preferred) or by check. Checks should be mailed to CWC c/o Central Coast Writers, P.O. Box 997, Pacific Grove, CA 93950. ATTN: Literary Review.
- All submissions and payment must be received between September 1, 2018 and November 30, 2018 without exception.

Your Name:

Your Email:

Your Branch(s):

Title of Submission:

Category of submission:

Please confirm each item below by checking the box preceding the item.

I have read the guidelines for submission and the *Literary Review* FAQ.

My name is not on the piece.

I have indicated the correct submission category at the top of my piece.

My piece conforms to the word count (prose) or line count (poetry) limit.

I have followed the *Literary Review* formatting guidelines.

I have had the piece proofread by another individual to catch grammatical and punctuation errors.

I have polished my piece to the best of my ability.

I will make/have made the appropriate payment online or mailed my check within 2 days of submission.

I understand that if my submission is accepted it may be subject to light editing in accordance with standard publishing practices and as authorized by the CWC Policies and Procedures.

I own the rights to the work I am submitting and convey one-time publication rights to the *CWC Literary Review* for print and posting on the calwriters.org website.

This work is entirely my own and does not infringe on any other individual's copyright.