## **Prairie Ink Submission Requirements**

## Guidelines

Please submit work electronically using the rules of manuscript format (outlined for you below). Make sure accompanying the submission(s) is a cover letter that includes the author's name, address, phone number, email address, title of submission(s), and a brief biography of the author.

All correspondence and submissions shall meet the following guidelines:

- No more than 5,000 words.
- Typed using a legible 12 pt. font.
- Double-spaced with a 1 inch margin on all four sides.
- Printed on one side of the paper only, if not submitted electronically.
- Each page must be numbered.

The first page of the manuscript must also contain:

- Author's name.
- Address.
- Phone number.
- Email address.

The editors of Prairie Ink welcome multiple submissions throughout the reading period, but no previously published submissions, and we reserve the right to evenly distribute the opportunities for creative voices in both the student and community populations. We also reserve the right to waive the submission guidelines in certain instances with certain populations of our student body and community population.

## **Reading Period**

Our reading period is February 1st through April 1st.

Our publication date is in the Fall.