

How to use this template

Delete the notes in red

Replace highlighted text with info specific to your zine

!!! Remember: BCC

Always BCC (blind carbon copy) when emailing multiple people in one email; this protects their privacy. In the "TO:" line, put your personal or throwaway address to get around spam filters.

Sample acceptance letter

SUBJECT LINE: Your zine application [RESPONSE REQUIRED] *<= Indicating that an email is actionable in the subject line helps make sure it doesn't get lost in the recipient's inbox*

Dear [Applicant Name],

We are thrilled to inform you that you have been accepted into the Rebirth Dilemma zine! See below for the zine timeline and specifications for the final piece.

Please confirm that you plan to participate in the zine no later than the end of the day [DEADLINE HERE] by replying to this email.

We're really excited for you to be a part of the zine because... [let them know why you accepted them! Do they have a cool style? Did they write a heartbreaking fic about your favorite characters?].

Zine Timeline *<= Take this from your planning document*

Check in 1:

Check in 2:

Final pieces due:

Expected shipping date:

You are of course welcome to scrap everything and start over from scratch throughout the process. (We know how the creative process works.) If you do decide to do this, we'd appreciate a heads up with a short description about your new direction.

Final Piece Specifications <= *Take these from your planning document*

Artists

- Final page size:
- Bleed (to be included in addition to the final page size; if you would like your piece to go to the edge of the printed page, please make sure it extends into the bleed):
- Margins (this is a space within the final page size that risks getting trimmed during printing; it is advised to make sure nothing you are okay with losing is in this space):
- DPI:
- Color:

Writers

Word limits for writers are as follows:

- Poetry:
- Fiction:
- Nonfiction:

We will notify you of any changes; likewise, if you have any conflicts or issues with the timeline or specifications, please let us know.

Thanks,

[MOD NAME(S) HERE]