

## Suzanne Cutler Creative Writing Contest Submission Guidelines

- Files must be submitted as a .doc or .docx file to be approved.
  - This is the default file format for Microsoft Word, and many other word processors (like Google Docs) allow you to export as that file extension. The library computers all have Word installed and participants are welcome to use them.
- The file name should include your first name, last name, and category of entry. “FirstName\_LastName\_Category” is optimal, but any file name that includes all three will be accepted.
- Files must be smaller than 15mb.
- **Do not include your name anywhere on the document itself.**
- Include a header on each page that includes the title of your piece and the page number. An example is shown on the top of this document.
- Please submit your work in a standard font, colored black, so that it can be easily read on any device. Standard fonts are those that come pre-installed on your device or are default fonts on Microsoft Word or Google Docs.
  - Fonts and text spacing may be changed for the final printing anthology.
- Poetry submissions must be no greater than 300 words. Short story submissions must be at least 500 words and no greater than 1500 words.
- All works submitted must be “rated” no greater than PG-13 — submissions that are found to be too adult will not be judged or included in the anthology.

Be aware submissions will be copied and pasted into the final anthology booklet, which is smaller than the average piece of paper. We cannot guarantee that the printed version will perfectly resemble your final submitted piece. Please keep that in mind if you are playing with space on the page in your work.