

The Polk Street Review (TPSR) Annual Submission Form

SUBMISSION FORM & THEME PROMPT available at: <https://cearts.org/home/the-polk-street-review/>

Annual **optional** theme prompt: If you haven't submitted to TPSR before, please try to use the prompt.

Categories: Prose (includes Recipes); Poetry/Song Lyrics; Artwork images (any medium).

Submit this form (filled out) & all your submissions by **November 01** (NEW annual deadline) using either option below:

1. **sharing** a Google Folder containing your Submission Form, Google docs (include brief 3rd person arts bio), & JPG image files to info@cearts.org. **Make sure your Google docs follow ALL Required Formatting (below).**
2. send a Microsoft Folder to info@cearts.org containing your Submission Form, Word docs (include brief 3rd person arts bio), & JPG image files. **We recommend sending Microsoft Folders using [WeTransfer.com](https://www.wetransfer.com) free version:** on the WeTransfer home screen, you can either sign up for a free account or just click the "I just want to send files" option. **Make sure your Word docs follow ALL Required Formatting (below).**
3. **Name your folder using this format:** YourName_2023TPSR

Required Formatting for ALL Submissions:

4. hi-res PNG or JPG images only
5. **Format Required for Image file names:** YourName_ArtworkTitle.jpg (or .png)
6. WORD doc/docx or Google docs only; **do not send PDFs.**
7. **You may use ONE Word/Google doc** for all written submissions; please use "page break" between **EACH** piece.
8. **Format Required** for arts bio, prose, poetry, song lyric **file names:** YourName_Title.doc (or .docx)
9. **Format Required** for **text of** prose, poetry, song lyric: put "by Author Name" **under titles**, use Times New Roman 12pt, single-spaced, left-aligned (unless a poem has a visual shape).
10. **Other Required Formatting:**
 - **Do not use ALL CAPS for titles.**
 - **Do not underline titles.**
11. All submissions must be your own original work; collaborations are welcome.

Please acknowledge you've pre-ordered **at least** one book (Qty _____) with purchase made securely online: <https://cearts.square.site/product/pre-order-the-polk-street-review/31?cs=true&cst=custom>

PLEASE PROVIDE THE FOLLOWING CONTACT INFORMATION

(**Collaborators:** include all collaborators' info):

Name	Email	Street	State	Zip	Phone

