

The Polk Street Review (TPSR) Annual Submission Form

COMPLETE submission & advertising info is available at: <https://cearts.org/home/the-polk-street-review/>

TPSR is a 6x9 full-color paperback with a print area of approximately 4.5 x 6.5 inches.

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).

Click button to the left to submit filled-out form, then send submissions by November 01 using either the Google share or regular email option below:

1. sharing a Google folder containing your Submission Form, Google docs (include brief 3rd person arts bio), & JPG image files to infog@gmail.com. Note the "g" in "infog" part of the gmail address.

Make sure your Google docs follow ALL Required Formatting (below).

2. email a Microsoft Folder to info@cearts.org containing your Submission Form, Word docs (include brief 3rd person arts bio), & JPG image files.

We also 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.

Required Formatting for ALL Submissions:

- hi-res PNG or JPG images only
- **Format Required for Image file names:** YourName_ArtworkTitle.jpg (or .png)
- **Format Required for arts bio, prose, poetry, song lyric file names:** YourName_Title.doc (or .docx)
- WORD doc/docx or Google docs only; **do not send PDFs.**
- You may use ONE Word/Google doc for all written submissions; please use "page break" between EACH piece, and make sure each piece is titled with your name UNDER the title.
- **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)
 - our default page alignment for poetry/song lyrics is CENTERED, so if you don't want your poem/song lyric centered, please type "keep formatting" at the bottom of the poem
- Optional: send in audio (MP3) or visual (MP4) recordings of songs along with your written lyrics document; **format the files names YourName_SongTitle.mp3/mp4**
- **Do not use ALL CAPS for titles of poems, prose, or song lyrics.**
- **Do not underline titles of poems, prose, or song lyrics.**
- All submissions must be your own original work; collaborations are welcome.

Please acknowledge you've pre-ordered **at least** one book (Qty _____) made securely online:

<https://checkout.square.site/merchant/95F7XES6N06ZE/checkout/OFAHCC66Y3XJD4BITJNA4AJK>

PLEASE PROVIDE THE FOLLOWING CONTACT INFORMATION

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

Name	Email	Street	City & State	Zip	Phone

