

# 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). We accept Oral Histories.

**Fill out & SAVE this form (ie: YourName\_2025TPSR.pdf), then by November 01:**

**submit ALL** 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), audio files, and JPG image files to [infog@cearts.org](mailto:infog@cearts.org) Note the "g" in "infog" in the address for Google Folder submissions. **Make sure your Google docs follow ALL Required Formatting (below).**

2. send a Microsoft Folder to [info@cearts.org](mailto:info@cearts.org) containing your Submission Form, Word docs (also brief 3<sup>rd</sup> person arts bio), & JPG image files. **If you get an error saying the Folder file is too large:**

**We recommend sending Microsoft Folders using 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.

There is no submission fee to submit, but we encourage contributors to preorder books. Larger initial orders help us keep printing expenses down. Please indicate your pre-order (Qty \_\_\_\_\_) made securely online at: <https://square.link/u/zPMs9N8a>

## PLEASE PROVIDE THE FOLLOWING CONTACT INFORMATION

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

Name	Email	Street	City & State	Zip	Phone

