

## How to Submit Your Work to *Seattle Pup*

- 1. Fill out the *Seattle Pup* Submission Information Sheet**
- 2. Place work & completed Submission Information sheet in Dropbox or Google Docs**
- 3. Send an email with a link to your Dropbox or Google Docs file to:**  
info@seattlepup.com.

**NOTE:** We do not accept submissions through postal services or email attachments.

### **Written Work**

You may send us manuscripts for the following submission categories: General Submissions, Features (“Spot”light), Book, Film, or Product Reviews, Short Stories, Poetry, Ask Lucy (please write from the dog’s point of view). If your work does not fit these categories please fill out the details under “Other.”

**Technical Details:** Your manuscript must be in one of the following file forms:  
Microsoft Word: .doc, .docx.

**Formatting Your Manuscript:** All manuscripts should be in 12-point type, with at least one-inch margins, and sequentially numbered pages. All submissions should be double-spaced. The title of the work along with the author’s name, address, telephone number, and email address should be typed at the top of the all pages (place in the Header).

**Word Count Guidelines:** Manuscripts must be between one and five pages in length, and approximately 200 to 2,000 words. \*please note that we may accept longer work on a case-by-case basis. If you wish to submit a longer piece, please fill out the submission information sheet and include the topic or sample title and a writing sample (no longer than 2,000 words).

**Editing:** *Seattle Pup* believes in providing a platform for new writers. We will work with writers to produce high quality material. All work that is accepted for publication

will be edited by our editorial team prior to being placed on our website or in our print publication. Authors will have a chance to review the editorial changes.

**Simultaneous Submissions:** *Seattle Pup* accepts simultaneous submissions, in other words we do not expect to have exclusive rights to review your work. Over here at *Seattle Pup* we want to encourage writers and promote their success by allowing them every opportunity to have their work published. We are willing to risk losing a story we want when another magazine has completed reviewing it before we have. We'll be sorry to lose the piece but happy for the writer, and hope that they will consider us at another time. If you have submitted your work to multiple sources and have been accepted elsewhere please let us know as soon as possible.

**Submission Fees:** *Seattle Pup's* ambition is to encourage great literary work. We do not charge readers for the magazine, nor do we charge authors to submit their work to us. There is no "reading fee" or other fees associated with submissions nor do we pay for written material. Our desire is to connect readers and writers. We are strongly committed to publishing debut and emerging local, Northwest writers.

**Translations:** *Seattle Pup* understands that not all dogs speak English and that the Northwest is a wonderfully diverse community. We encourage authors to submit work in languages other than English (the original language) with an English translation. Please submit both languages' submissions at the same time with one submission information sheet. Please use the following guidelines for both languages.

*Seattle Pup* vets all of its work. You are welcome to submit your work at any time. If the English translation is accepted, you will need to have your original language submission and the translation vetted by a translator. *Seattle Pup* does not pay for this service. For local translation services please contact the Northwest Translators and Interpreters Society. <http://www.notisnet.org/>.

**Poetry** submissions may contain up to five poems. The poems should be contained in a single file. We accept submissions of all poetic forms and genres including original languages alongside translations.

### **Photographs/Artwork**

All works of art/photographs must be original. All images with recognizable persons must have a model release form provided. If the person is a minor (under the age of 18) a minor model release form must be signed by the parent/guardian.

### **Technical Requirements**

Photographs /artwork must be submitted in one of the following formats:

JPEG or TIFF least 300 dpi.

**Deadlines:** Submissions may be sent to us at any time, year-round.

**Response Time:** Our response time varies with the slowest times usually being August/September and December/January.

Seattle Pup Submission Information Sheet

Contact Information

First Name Last Name

Address

Address

City State Zip

Phone Number - -

Email Address:

Author/Art Biography Please provide a short (2-5 sentence) author biography.

Four horizontal lines for author biography.

Title of Submission Number of Words (for written work)

Horizontal line for title and word count.

Please check:

- General Article, Feature Article ("Spot"light), Ask Lucy, Book Review, Film Review, Product Review, Short Story, Poetry, Other:, Artwork, Photography

For submissions longer than 2,000 words

Topic: Written Sample attached