

Please email us if you have any problems with your submission (sw@siue.edu).

Before you begin:

If you are submitting more than one piece (i.e. several poems or flash fictions), you can save time by combining them into a single file to be uploaded. Otherwise you will need to complete the steps below multiple times.

To Register:

- Complete all asterisked items.
- Additionally, please provide your mailing address to complete our records.
- Please do NOT enter information in the BIO NOTE field. You will have an opportunity to provide this information with your submission.
- Be sure to check the box next to Author: Able to submit items to the journal.

Once you are Registered:

- From User Home, select Author.
- You will be prompted to **CLICK HERE** to begin the five-step submission process.

Step 1

- Choose the appropriate section: prose or poetry.
- Please review the submission checklist:
 - The submission has not been previously published. If the submission is accepted elsewhere, you will notify us immediately.
 - The submission file is in Microsoft Word (.doc) or RTF document file format.
 - This is your only submission (prose or poetry) in this reading period (August 15 to April 15).
- After verifying the information, check each box.
- **COMMENTS FOR THE EDITOR is the field into which you should paste a copy of your submission letter or pertinent biographical/publication information.**
- Save & continue.

STEP 2

- Enter the TITLE of your submission.
- Leave the ABSTRACT field blank (as entertaining as it might be to abstract a poem).
- Leave INDEXING as is (English).
- Leave the SUPPORTING AGENCIES field blank.
- Save & continue.

STEP 4

- Follow the onscreen instructions.

STEP 4

- No action is required. Save & continue.

STEP 5

- Finish submission.

You may Log Off from the User Home page.

You will receive two emails from us. One will confirm your registration and the other will confirm your submission.