

## Tips for Successful Submissions to Paper Gardens: Adults

Paper Gardens uses an online submission platform called **Submittable** that makes it easier to organize submissions and communicate with submitters and judges. We also collect entry fees online.

### How to submit to Paper Gardens:

1. Go to the Paper Gardens **Submittable** entry form site. There are four different ways to do this:
  - a. <https://aaycor.org/> (Click on *Programs* then *Paper Gardens*)
  - b. [www.chehalemculturalcenter.org](http://www.chehalemculturalcenter.org) (Click on *Events*)
  - c. Search for Paper Gardens in your browser
  - d. Scan the QR code on our flyers or emails.
2. Create a **Submittable** account. Provide an email, password and address. This is free and secure. You will receive notifications to the email you provide about the status of your submission, or if we need to communicate with you about your submission.
3. Complete the entry information on the Paper Gardens submission site. Select Paper Gardens 2023 Adult. Fill in the fields: title, author, category of writing.
4. Upload your entry.
  - a. Make the title of each entry the name of the file, no personal information. Example: rosesarered.docx
  - b. Include the title at the top of each poem or prose entry **but not your name**.
  - c. Font: Times New Roman, 12 point, black.
  - d. Save your file as a .pdf, .doc, .docx, .rtf, .csv, .odt, .txt, .wpd, or .wpl file.
  - e. Limits: up to 1000 words for prose. Up to 40 lines for poetry. Up to 4 submissions per author.
  - f. Process your payment

There is a donate option with payment. Please consider donating to Paper Gardens. Any donation will help us meet our expenses. Donations go to Arts Alliance of Yamhill County, a cultural non-profit. They are tax-deductible and qualify for Oregon Cultural Trust tax credit.

Click *Submit* and your writing is on its way to Paper Gardens. You should receive an email confirmation that we have received your submission. You can log into your **Submittable** account at any time to see your submissions and their status.

### Important:

- You may receive emails from *Arts Alliance of Yamhill County Paper Gardens* if we have questions, require changes or have editing suggestions. **Be sure these emails do not go to your spam folder.**
- Get your submissions in early. Paper Gardens Deadline is midnight on March 2. No late submissions will be accepted.
- Expect notification by mid-April if your entry is accepted or declined for publication in the Paper Gardens anthology.

***Join us for the Paper Gardens Celebration and Book Release***

*May 9, 2023, 7:00 pm at the Chehalem Cultural Center!*