

## Tips for Successful Submissions to Paper Gardens: Teachers

Paper Gardens uses an online submission platform, **Submittable**, that makes it easier to view and organize submissions, communicate with submitters, assign writing pieces to reviewers and judges and manage the selected writing pieces for publication in the Paper Gardens anthology.

**High School and Middle School:** Many of your students may be able to submit on their own by creating a **Submittable** account at home. If they do, be sure they have the *Tips for Successful Submissions to Paper Gardens: Students* document (below and in Paper Gardens Resources at the bottom of the Arts Alliance of Yamhill County website, Paper Gardens page <https://aaycor.org/paper-gardens> ). It may be helpful to keep *Paper Gardens Guidelines* posted to help students when they are creating their final drafts for submission.

Some students will not have the technology or support to create an account at home. Schools and districts may have restrictions on students creating online accounts at school. If that is the case, and your students can't create a **Submittable** account at home or at school, follow the suggestions for Grade School students:

**Grades 3-5:** Teachers may need to access the online submission process for students:

The teacher creates a **Submittable** account using teacher email and school address. For each student entry, select the Paper Gardens 2024 Student entry form and follow the Student instructions below. Be sure to include school, teacher and grade for our records.

Teachers will have to submit each student entry, one at a time. Hopefully, this won't take more time than when teachers collected entry forms and 2 printed copies of writing and delivered them to Paper Gardens. The student (or teacher) creates a digital file, following the guidelines for format, length and no personal information in the writing piece. Filename is title of the writing. Teachers may have to convert a Google doc to a .doc or .pdf format before uploading the writing file.

All communication from Arts Alliance of Yamhill County Paper Gardens will go to the teacher's email, not to the student writer. Please check for these emails as they may request changes from the author. Be sure they are not going to junk mail.

## Tips for Successful Submissions to Paper Gardens: Students

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

### 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. **Students: Do not use your school email. Use a personal, parent or teacher email. You cannot receive email notifications from Paper Gardens to your school email.**
3. Complete the entry information on the Paper Gardens submission site. Select Paper Gardens 2024 Student. Fill in the fields: title, author, category of writing. Be sure to select the correct category and grade level. You may need to scroll through the choices to find what applies to your entry.
4. Upload your entry. **Be sure to follow the guidelines when you create the final draft of your writing document so we can accept your writing.**

- 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 .wpf file. **Submittable does not accept Google docs.**
- e. Limits: up to 1000 words for prose. Up to 40 lines for poetry. Up to 4 submissions per author.
- f. Don't forget to **complete the field for your school, teacher's name and your grade**.

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 for Students and Teachers:**

- 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, 2024, 7:00 pm at the Chehalem Cultural Center!***