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 (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:
- 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.