## **Submission Instructions**

- Textual submissions (poetry, fiction, drama, creative non-fiction) should be saved in a format compatible with Microsoft Word (.doc, .docx).
- Graphic submissions (art) should be saved in PNG, JPEG or PDF format.
- After entries have been formatted correctly, they must be submitted via email to towers.magazine@gmail.com. No hard copies are necessary.

## **Coversheet Format**

Entries should include a coversheet with the following information:

- Name
- Address
- Phone Number (Towers may need to contact you regarding your entry; please be available)
- Email Address
- · Word Count of Entry
- Category of Entry (Nonfiction, Fiction, etc.)
- Title of Entry
- Brief Description of Entry (Max. 100 words)

## **Running Header Format**

• Each page of the entry, excluding the coversheet, should contain a header (on the top right corner of the page) with the entry's title (abbreviated if necessary) followed by the page number. Please note, once again, that the author's name may not appear anywhere in the work.