

4488 Southwest Drive  
Appleby, BC  
V3A 6B6 this is your address

January 12, 2010  
current date

coratt@hotmail.com (sub your own  
email)

### Scenario 1: no previous publications

~~The Poetry Editor~~ Ross Back, Editor Make sure you put in the actual name of the actual person. This is a) polite and b) shows you've taken the time to do your research.  
Amazing Poetry Magazine  
1111 Anywhere Lane  
Toronto, ON  
T72 3N5

Dear Ross Back:

Enclosed is a submission of poetry for your consideration as well as a sase. (Sase stands for self-address stamped envelope. Send letter size. This is for notification purposes. It's so expensive now for postage and so cheap for copying that you don't bother to get your original submission back.) I've not previously had work published but my professor at Simon Fraser University suggested I send these to you.

OR:

Dear Ross Back:

Enclosed are six poems for your consideration, and a sase. I thought these might fit in with the journey theme of your next issue. This shows you've actually read the magazine. Editors appreciate this.

Thanks for your consideration. Always be polite. Courtesy costs naught, as my mom used to say. The writing world is a small one. You'll run into the same people again. Don't piss them off right at the beginning. There'll be lots of time later for that.

### Scenario 2: someone in the field suggests you send the work there

Dear Ross Back:

Enclosed is a submission of poetry for your consideration. I am a third-year student at TTT University with a minor in Creative Writing and your publication is one I read avidly. I particularly enjoyed Sally Hughes' work in your last issue. Again, you're taking

an active interest in the publication. You won't be like the writer who sends a rhyming poem in about kittens to a literary magazine—don't laugh, I was the one who read it and went huh? The writer had never bothered to read the magazine to see what they published. It was the equivalent of a black velvet painting, for heaven's sake! Don't waste your time and the editor's time, by submitting to a publication you've never read.

Thanks for your consideration.

Sincerely, Sign this like a business document, which it is.

*Cora Tension*

**Scenario 3: you have some publication credits.**

In this case, include them. Say, "My work has been published in Blamph, Blumpf and Bigness." Don't include more than three. When you have work published in more than three publications, you can say, "My work has most recently been published in. . ." give the names, and it's implied you have oodles more which you're being modest about.

**Question:** my professor told me to send this poem I'd just written to *The New Yorker* or *Poetry Magazine*. Do I just sling it in an envelope and send it out?

**Answer:** no! That's really rude.

Use a clean sheet of white paper. This is not the place for recycled paper; keep the used-one-side stuff for your own drafts.

Make sure your ink cartridge has lots of ink. You don't want grey. It looks awful. Single space your letter. Double space between paras. Keep your document short and polite.

With the actual poems, make sure that each page has your name and/or the name of the poem on it. Single space.

Number the pages. If someone knocks your submission onto the floor, that person can pick it up and put it in order. They're not left guessing if it belongs to some other writer.