PJ LIBRARY GUIDE TO SUBMITTABLE

PJ Library & PJ Our Way use Submittable to manage our submissions. See below for a brief introduction to this intuitive and modern system.

WHAT IS SUBMITTABLE?

Submittable is a cloud-based submission management system that takes the pain and uncertainty out of submitting your work. By assisting us in systematically managing and organizing our submissions, Submittable helps make it possible to work through submissions and provide responses faster than ever before.

We are pleased to count ourselves among outlets such as *The New Yorker, National Geographic*, and hundreds of other literary magazines, publishing houses, and organizations who utilize Submittable.

HOW DOES SUBMITTABLE HELP SUBMITTERS?

Submittable streamlines PJ Library's submissions process so that response times are shorter, decisions are clearer, and nothing gets lost in the shuffle. By using Submittable, submitters can:

- Easily check the status of current submissions
- View a complete history of all submitted works
- Save partly completed submissions
- Browse for and submit to other organizations that use this platform

HOW DO I USE SUBMITTABLE TO SUBMIT TO PJ LIBRARY?

We encourage all submitters to become familiar with the guidelines available at pjlibrary.org/manuscripts before beginning this process. After reviewing the guidelines, take the following simple steps to submit:

1. If you do not already have a free Submittable account, create one here.
2. To submit to PJ Library (ages 0 – 8 years), complete this form.
3. To submit to PJ Our Way (ages 9 – 12 years), complete this form.
4. You did it! To check the status of a submission, log in to your Submittable account.

Note: *Trade publishers are welcome to submit via this form.*

Electronic files are strongly preferred, as hard copy submissions can delay the review process. However, if a PDF or Word document is unavailable, trade publishers may submit a hard copy for review. Please complete the form, uploading an information sheet in lieu of the book, and include a note in the field titled "Additional Information."

WHAT IF I HAVE ANOTHER QUESTION?

Submittable's website offers excellent user support as well as a help guide for new users. Click here to access this guide, or check out these articles to get started:

- Why should I use Submittable to submit my work?
- Why do I need a Submittable account to make a submission?
- How do I submit?

For general questions about using Submittable or problems with your account, please contact their support team. For questions about PJ Library's submissions processes, we invite you to visit pjlibrary.org/manuscripts, where you'll find frequently-asked questions, submissions guidelines, content needs, and more.