



## HOW TO USE YOUR SUBMISSION TRACKER

1. **Title of Work:** Your story's title.
2. **Publication/Market:** The publication you submitted to.
3. **Sim Subs Okay?:** Some publications accept simultaneous submissions if you alert them when your submission is accepted elsewhere. Your submission tracker will help you know which publications to contact if/when that happens.
4. **Date Sent:** The date you submitted your story.
5. **Expect Reply By:** The publication's website or submission guidelines often state how long it takes them to reply to a submission. Record the date here, so you know when to follow up.
6. **Followed Up On:** Keep track of the dates you checked in with the publication about your story. Make sure you wait until after the Expect Reply By date before your first follow-up.
7. **Outcome:** Accepted? Rejected? Did they offer feedback?
8. **Date of Reply:** The date the publication accepted/rejected.
9. **Notes:** Anything of note about the process or publication.

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FREE  
SUBMISSION TRACKER  
SPREADSHEET

unlimited entries