

HOW TO USE YOUR SUBMISSIONS 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 submissions tracker will tell you which publications to contact 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: Was your story accepted? Rejected? Did they offer feedback?
8. Date of Reply: The date the publication accepted/rejected the story.
9. Notes: Anything of note about the process or publication.