

## Spring 2023 *BRADFORD WRITES!* SUBMISSION FORM

Each essay submitted to *Bradford Writes!* must be accompanied by a submission form. Please fill out page 1 and attach it to your submission. Page 2 provides additional submissions information.

All submissions will be reviewed for publication at the end of the Spring 2023 semester. **Send all submissions for the Spring 2023 issue to [msalvia@pitt.edu](mailto:msalvia@pitt.edu) by Friday, May 5<sup>th</sup>**

Publication decisions will be announced Friday, May 19<sup>th</sup>. The Spring 2023 issue will be released August 2023.

1. Writer's Name & Preferred Pronouns:
2. Essay Title:
3. Essay Category (Narrative, Analysis, or Argument):
4. Spring 2021 Composition Course Title (ENG 100, ENG 101, or ENG 102):
5. Name of Composition Instructor/Professor:
6. How would you like your name to appear on the publication (your real name, a pen name, anonymous, etc.)?
7. Please provide a 2-3 sentence bio paragraph to appear with your essay (leave blank if you prefer to not include a bio paragraph). Consider mentioning your academic year, your hometown, your major, or anything else you want to share. If submitting multiple essays, you do not need to re-type your bio for each additional submission.

**Please type your name and today's date below the following statement to affirm your consent to publish your work under the following terms:**

If selected for publication, I agree to publish my submitted work in *Bradford Writes!* I have the right to withdraw my work at any time, and I maintain intellectual property rights over my essay/s. If chosen for publication, I have the right to decide under what name I will be published. I understand that the editor may request minor revisions before my work is published. I understand that *Bradford Writes!* is not-for-profit; the publication is not monetized and I will receive no financial compensation for my work.

**Writer's Full Name:**

**Date:**

## PREPARING YOUR SUBMISSION

To limit the amount of editing needed after submission, please use this checklist to ensure that your essay/s meet the editorial expectations for the respective genre.

Please note that if your work is chosen for publication, an editor may ask you for minor revision to meet our editorial standards. As a rule, we try to keep any revision requests to a minimum, but occasionally minor changes to formatting and style will be requested.

### ALL ESSAYS

- ✓ **Proofread your work carefully before submission.** Polished essays tend to win out over less-polished essays.
- ✓ **You do not need to include a formal header or page numbers, just your name and title.** Author information is gathered on the submissions form above.
- ✓ **By default, *Bradford Writes!* uses MLA style, but we can accept APA style submissions as well.** APA style essays chosen for publication will be converted to MLA style upon publication.

### NARRATIVES

- ✓ **Use only the first or last name of real-life people in your story, not both.** For example, “Reggie” or “Mr. Washington” would be fine, but “Reggie Washington” is not. You can also choose to use pseudonyms to prevent clearly identifying a real-life person in your story. It is potentially unethical or illegal to fully identify a real-life person in a publication without their written consent.
- ✓ **If your story contains graphic content, a trigger warning may be affixed to your essay upon publication.** This allows us to publish your story as you wish to tell it while respecting our audiences’ individual experiences and sensibilities.

### ANALYSIS and ARGUMENT

- ✓ **Ensure that all quoted or paraphrased references to outside sources are cited using MLA citation style.** Minor issues will not disqualify you, but an editor may ask you to fix any issues if your essay is selected for publication.
- ✓ **All essays using outside sources must also include a works cited/reference page.** *Bradford Writes!* uses MLA style, but APA submissions are also accepted. If chosen for publication, an editor will work with you to help convert your work to MLA style.
- ✓ **Avoid using overtly biased and non-credible sources.** A well-written essay with questionable sources may lose out to a less-polished essay that is more thoroughly and credibly sourced.
- ✓ **We welcome provocative and potentially controversial essays from all political points of view, but we will not print essays promoting hateful language, racism, or the targeting of any marginalized individual or group of individuals.** We do not censor writers here, but freedom of speech does not guarantee anyone a platform to share that speech.