Story Submission Checklist

Have you written your article, story or poem? Are you ready to submit? Check this list to make sure you’ve followed the submissions guidelines and you have enclosed all the information we need.

Personal Information:
- □ Your full name, date, word count and genre.
- □ Your mailing address (so we can stay in contact with you)
- □ Your bio (2-3 sentences about yourself to attach at the end of your work. Include the name of the institution where you live)
- □ A photo of yourself (optional)
- □ Your request to publish under your first name only or pen name (optional – unless specified, we will publish under your first and last name)
- □ If you prefer not to be contacted at all, please include a request.

Story Checklist:
- □ Your work is 1,500 words or less
- □ You include a suggested headline
- □ All facts in your work were obtained firsthand.
- □ All data mentioned in your work is properly attributed (you have said where the data came from)
- □ Your story is not about your individual case per PJP policy.
- □ Your story is not accusatory about a person, group, or institution per PJP policy

Permissions Checklist:
Please be aware that you are giving us permission to do the following:
- □ Edit and publish your work
- □ Share your story with our collaborators, so more people can read it. (You will still retain the rights to your work)