

Transfer Submission Cover Letter

Submissions are limited to three works of fiction, creative nonfiction, and drama and/or five poems per author. Please complete a cover letter for **each** piece of prose or poetry being submitted. Make sure that there are also four copies of each piece being submitted and that your name does **not** appear anywhere on your manuscripts.

Name _____ Student ID _____

Address _____

City, State, ZIP _____

Day Time Phone _____ Evening Phone _____

Title of Piece _____

Email Address _____

Please circle what best describes your piece:

Poetry Fiction Creative Nonfiction Drama

Is this work also being submitted to Fourteen Hills? **Yes** **No**

What to Submit: SFSU students may submit up to three works of short fiction or creative non-fiction, three works of drama, and/or five works of poetry.

How to Submit: Pick up a cover letter (available at the Creative Writing Office HUM 380 or the Transfer Office HUM 372) and attach it to four copies of your manuscript. Please make sure that your name does not appear anywhere on your manuscript, as submissions are judged anonymously. No manuscripts will be returned, so please do not submit originals.

Where to Submit: Submissions should be dropped off at HUM 380 or at HUM 372; if both offices are closed, just slip the submission under the door of HUM 372. No submissions will be accepted via e-mail.

Deadline: Fall semester submissions must be received by the first Friday of September. Spring semester submissions must be received by the first Friday of February. Any submissions received past deadline will be considered for the next issue of Transfer. Authors will be contacted by the editors if their work is accepted for publication.