Journal/ Contest Title	Submission Type(s) and Title(s) —Name of poem, short story, essay etc	Submission Method (Submittable/ Email/ Mail/ etc)	Is this a simultaneous submission? If so, which pieces have been submitted elsewhere?	Date Submitted	Expected Waiting Time	Submission or entry fee (+ is subscription included?	Outcome (accepted/ rejected)/ withdrawn + date	Payment	Length of time before you can resubmit	Will you submit again?
EXAMPLE: The Malahat Review	*(Poems) Lufus Naturae, Rebecca, Seventy-Three*	*Mail*	*Yes—Rebecca*	*Apr 2, 15*	*2-3 months (inquire after 4)*	*2.00 + postage— no subscription included*	*Accepted— April 23*	*30.00 + 3 copies of issue*	*2 months (once per quarter per genre)*	*Yes*