



Collected magazine submission checklist

If you are submitting an article for publication in Collected magazine, here is a short checklist of items you need to make sure are done before sending your final manuscript.

Have you:

- Checked the word count of your article to ensure it meets the [submission guidelines](#) for length i.e. feature article, short article etc?
- Proof-checked your article for spelling and grammar? It is usually helpful to have someone else read through your article prior to submission, to provide a fresh view of your text.
- Removed any special paragraph and text formatting from your article? Our designer will lay out your article to fit the magazine's style, and space available.
- Provided a short title for your article?
- Included your name, position, and school name as you would like it to appear with your article?
- Included image files, including any screen shots, **separately** from your submission? i.e. not embedded within your text document. Refer to the [Submission guidelines](#) for information regarding image size/quality.
- Included captions for any images within your article?
- Checked that you've provided the correct URLs for any external content you want to link to?
- Submitted your article as a Word .doc or .docx file, **or** provided the link to your document if it can be accessed online e.g. a Google Drive URL?