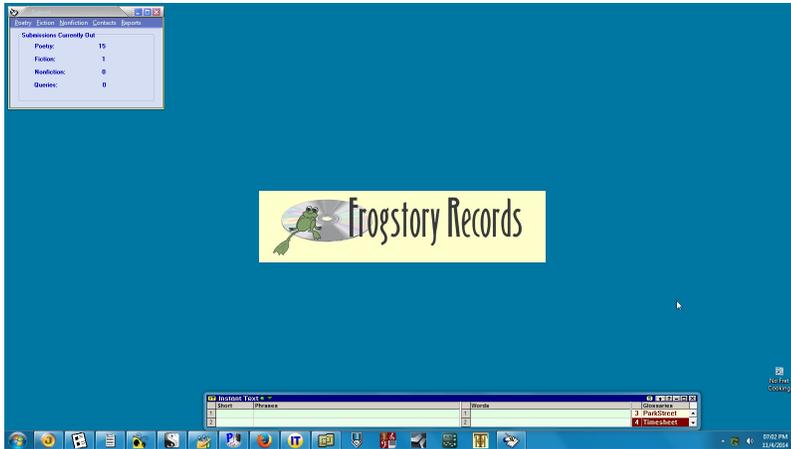


Submissions Manager

We'll take a look at the Submissions Manager program I wrote, and maybe this will give you some ideas on how to better manage your submissions.

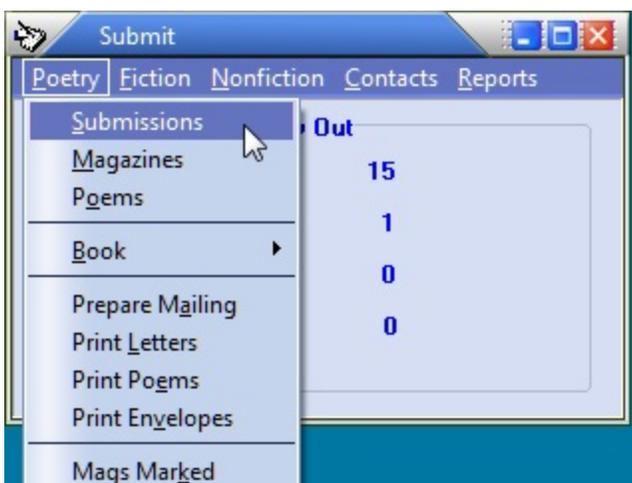
The program opens with a small form that takes up little space on my screen.



The main form gives me a quick report on what submissions are out. Currently submissions are out to 15 poetry magazines, and one fiction magazine; no nonfiction pieces out, no queries out.



The first three menu items under the Poetry menu allow me to manage Submission, Magazines, and Poems. I have set up the menu items with most-used first: I add magazines more often than I add poems, and I submit more often than I add magazines.



To understand how the database works, we'll start by looking at how it manages Poems, then Magazines, then

Submissions.

The Poems menu brings up the Poems list:



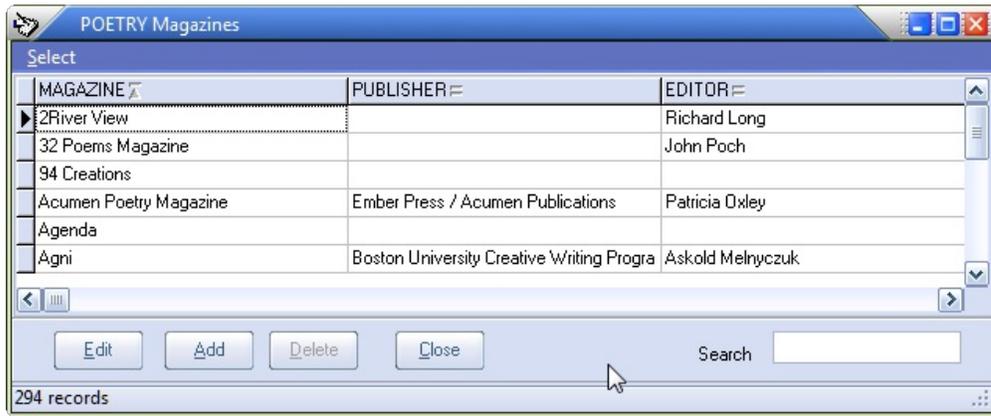
The Poems list form is pretty self-explanatory. The status line at the bottom of the form tells me that I have 146 poems active right now. I can add or edit a poem record:



The field "Poem" is a remnant of the origins of SUBMIT; I wrote the early versions of this program back in the DOS days when filenames could be no more than eight characters. The File Name field points to the file on disk. This file name is used by other parts of the program. For example, the View button, on the Poems form and other forms, loads the selected poem into my word processor (Jarte) for viewing or editing.



Returning to the Poetry menu, the Magazines menu item brings up the Poetry Magazines form:



I research listings of poetry magazines in various places, such as *Poet's Market*, *NewPages.com*, and *Duotrope.com*, and I add the magazine data to my database, so all the information I need is in one place.

Magazine: 2River View

Publisher: [Empty]

Editor: Richard Long

Address1: [Empty]

Address2: [Empty]

City: University City State: MD Zip: 63130

Phone: [Empty] Fax: [Empty] Email: su3m1t@2river.org

Source: www.fglaysher.com/LitL Web Site: http://www.2river.org/office/submit.html

Comments: Formats: web, e-publication, audio

Attention: [Empty]

Buttons: Close, Cancel

Returning to the Poetry menu, the Submission menu item brings up the Submissions form:

MAGAZINE	SENT	REPLY	COMMENTS	TRY AGAIN	SUBMIT ONLINE	OUT OF PRINT	OKDATE
The Southern Review	10/28/2014				<input checked="" type="checkbox"/>	N	1/1/1987
Acumen Poetry Magazine	10/21/2014				<input checked="" type="checkbox"/>	N	10/21/2014
Mud Season Review	9/27/2014				<input checked="" type="checkbox"/>	N	7/2/2014
Dal's LoveChild	9/20/2014	9/29/2014	form rejection email	Y	<input checked="" type="checkbox"/>	N	9/20/2014
Cake & Grapes	9/16/2014		email submission		<input checked="" type="checkbox"/>	N	9/16/2014
Clarion	9/16/2014				<input checked="" type="checkbox"/>	N	9/16/2014
Verdad	9/9/2014	10/10/2014	form email rejection	Y	<input checked="" type="checkbox"/>	N	9/9/2014
Qwerty	9/9/2014				<input checked="" type="checkbox"/>	N	9/9/2014
Hamilton Stone Review	9/2/2014	9/10/2014	Roger Mitchell, Editor: "I came close to te	Y	<input checked="" type="checkbox"/>	N	8/27/2014
Cut Glass Press	7/18/2014		sent by email		<input checked="" type="checkbox"/>	N	7/18/2014
Map Literary	6/14/2014	10/30/2014	form rejection email	Y	<input checked="" type="checkbox"/>	N	6/14/2014
Juked	6/14/2014				<input checked="" type="checkbox"/>	N	6/14/2014
Blue Earth Review	6/12/2014	7/19/2014	form rejection email	Y	<input checked="" type="checkbox"/>	N	6/12/2014
Pea River Journal	6/12/2014	7/14/2014	form rejection	Y	<input checked="" type="checkbox"/>	N	6/12/2014
The Cottland Review	5/27/2014	10/7/2014	took The Singer		<input checked="" type="checkbox"/>	N	5/27/2014

POEM: Art Class

Buttons: Edit, Add, Delete, Close

654 records

This form manages the history of my poetry submissions, dating back to 1984 (prior to that I kept submission records on paper). The POEM grid in the lower part of the form lists the poems for the selected submission. For example, in the screen shot above, we can see that I submitted "Art Class" to The Southern Review on 10/28/2014. Most poetry magazines want a maximum of five poems per submission, so I've set up my database to handle that, as per the following screen shot:

MAGAZINE	SENT	REPLY	COMMENTS	TRY AGAIN	SUBMIT ONLINE	OUT OF PRINT	OKDATE
Acumen Poetry Magazine	2/8/2014	2/10/2014	email submission. enail rejection, form, bu	Y	<input checked="" type="checkbox"/>	N	10/21/2014
Cutbank	12/27/2013	1/20/2014	form rejection email	Y	<input checked="" type="checkbox"/>	N	12/26/2013
Potomac Review	12/21/2013	4/1/2014	form rejection email	Y	<input checked="" type="checkbox"/>	N	3/7/2014
Indiana Review	11/26/2013	3/7/2014	form rejection email	Y	<input checked="" type="checkbox"/>	N	9/23/2013
Arcadia Magazine	11/26/2013	1/14/2014	form email rejection	Y	<input checked="" type="checkbox"/>	N	7/28/2013
Fence	8/2/2013	11/13/2013	form email rejection	Y	<input checked="" type="checkbox"/>	N	11/18/2011
Ascent	8/1/2013	8/28/2013	Email rejection letter.		<input checked="" type="checkbox"/>	N	4/23/2013
Canary	5/21/2013	5/29/2013	Form rejection email. I submitted twice by	Y	<input type="checkbox"/>	N	5/15/2013
Limestone	5/15/2013	1/27/2014	form rejection email	Y	<input type="checkbox"/>	Y	1/27/2014
Canary	5/15/2013	5/29/2013	sent by email as attachment NOTE - I mis		<input type="checkbox"/>	N	5/15/2013
Garbanzo Literary Journal	5/15/2013	8/23/2013	see file C:\Poetry\replies\Garbanzo 2013	Y	<input checked="" type="checkbox"/>	N	5/15/2013
Tin House	4/23/2013	5/29/2013	form rejection email	Y	<input type="checkbox"/>	N	7/10/2013
Fence	11/18/2011	7/16/2012	form rejection email	Y	<input checked="" type="checkbox"/>	N	11/18/2011
Tin House	9/30/2011	11/9/2011	form rejection via email	Y	<input checked="" type="checkbox"/>	N	7/10/2013
Apalachee Review	9/30/2011	1/3/2012	form rejection	Y	<input type="checkbox"/>	N	9/30/2011

I can sort my submissions by magazine, date sent, date of reply, and so forth.

When I'm ready to submit some poetry, I click the Add button, which brings up the Submission form:

Poetry Submission

Add a New Record:

Magazine: ...

Sent Date: Reply Date:

Submit online

Poems: ...

Comments:

The button next to the Magazine field brings up the Magazines form so I can select a magazine:

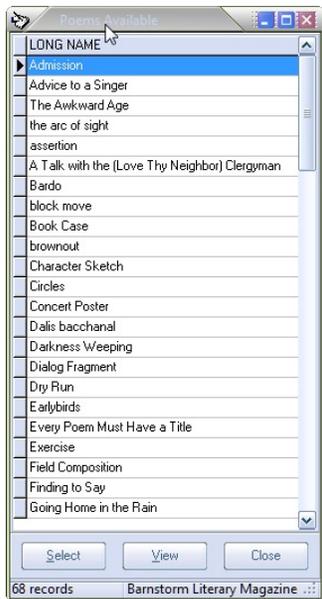
Magazines

MAGAZINE	PUBLISHER	EDITOR	ADDR
Arcadia Magazine		Noah Milligan	9616 N
Artzone			
Ascent		M. Scott Olsen	Dept. c
Barnstorm Literary Magazine	Creative Writing Program UNH		
Bitter Sweet		Harry Bee	P.O. B
Bitterroot		Menke Katz	P.O. B
Black Warrior Review			P.O. B

Search: barn

295 records

Next I press the button next to the Poems field to select the poems:



When selecting poems for a given magazine, I want to eliminate from consideration:

- poems that have been previously published
- poems that are currently out to another magazine
- poems that have been previously sent to the selected magazine

There is one more category of poems I want to filter out: poems that I have selected to be in an upcoming book of poems. (I'll go into this topic in more detail in a future post, but suffice it to say that my database logic filters these out as well.)

The logic behind selecting poems available and magazines available is at the heart of my database. Most literary magazines do not accept simultaneous submissions; that is, they do not want you to submit poems that you are simultaneously submitting to other magazines. Although simultaneous submissions are becoming more widely accepted, I have decided to avoid them.

So my database logic produced the list of 68 poems that were available for submission to the selected magazine.

I select the poems:

Poetry Submission

Edit Fields of the Current Record:

Magazine:
Barnstorm Literary Magazine

Sent Date: 11/6/2014 Reply Date:

Submit online

Poems:
Concert Poster
The Slave Ship

Comments:

Try again

Close Cancel

This saves the submission record, so I can go ahead and submit the poems -- online or by mail, depending on what the magazine wants.

So there's a quick overview of how I handle submissions to poetry magazines. If you have questions or comments, you can email me at: scarter@frogstoryrecords.com

Please visit my Writer's Journal at http://frogstoryrecords.com/maatpublishing/steve/writers_journal.php