

Using the Submission Record Sheets

The E/S column records whether the sub was sent by email or snail mail.

The A/R column is for Accepted or Rejected. I put M (for Maybe) if it's a revision request or they've said they want to hold the piece longer for a decision.

The \$ column is for the pay. I record how much is promised and change it to gold (of course!) when I actually receive it.

The colors in the left-hand boxes:

yellow = I'm waiting for a response to my sub. An "S" in it means I status queried.

gray = Blah! A rejection.

red = Stop looking for homes for this piece. The acceptance took all rights or else it has no future potential.

light green = Good! The acceptance left me reprint rights. "W" means wait until after the publication date to sub as a reprint.

dark green = This one found a second home. (So look below for current status.)

white = Home needed

purple = Possible homes

blue = The sub was discontinued

If a sub is rejected and the piece still has potential, I add a line below the original entry and type in the title. Its left-hand box is white until I find another possible market and send it out.

When a piece is published, I erase the "w" in its light green box. If it has no potential for future publication, I change its block to red. If it has potential, the light green lets me know that I need to look for other markets.

If I find other potential markets for a piece while it's circulating or awaiting publication, I enter them with a purple box below the entry. (If I end up not using them, they can be deleted.)

Using Microsoft Word Tables

To write in the table click your cursor in the box where you want to write. Use tab or the arrows to move from box to box.

To add an extra line below your current line move your cursor over the line to select it; go to your tool bar; click on Table; click on Insert; click on Rows Below. To add multiple lines (e.g., a whole new page of lines) select the number of lines you want and repeat the steps above.

If you need for a row to give you more than 2 lines of print, it will automatically expand vertically to accommodate your typing.

To change the color of a box hover your cursor above the box until you see a small black arrow (it's usually in the lower left corner); right click; click on Borders and Shading; click on Shading; click on the color you want; click OK. (For some reason I occasionally can't get the black arrow to show. In that case I move my cursor over the box and one beside it; I right click in either box and repeat the steps above. I then change the second box back to white.)