*The guidelines below offer a way for individuals submitting to Mangrove Review to revise and check their pieces corresponding to the applicable sections.*

**General:**

[ ]  Author bio included in the submission email

Author bio may be submitted as an accompanying file or as text in the email itself

**Prose:**

[ ]  Formatted as a Word Document

[ ]  Name of the piece provided as the file name

[ ]  Title centered on the first page

[ ]  Paragraphs indented by 0.5”

 Flash fiction/Prose Poetry are exempt from indentation due to the genres’ conventions

[ ]  Times New Roman 12-point font

[ ]  Double-spaced

[ ]  1-inch margins

**Poetry:**

[ ]  Formatted as a Word Document

[ ]  Name of the piece provided as the file name

[ ]  Title centered on the first page

[ ]  Times New Roman

[ ]  Double-spaced

**Visual Arts:**

[ ]  Formatted as high-resolution JPEG image

[ ]  Name of the piece provided as the file name

[ ]  Size of the piece specified (in file name or the submission email)

 [ ]  Art: Medium specified (in file name or the submission email)

 [ ]  Photography: Location and camera specified (in file name or the submission email)

Example: “London, England, Shot on iPhone 13 Max”

[ ]  Digital Art: Name of program specified (in the file name or the submission email)

Example of programs: Adobe Illustrator, Procreate, Sketchbook, Krita, Art Weaver, etc.