

Goldfinch Vol. 29 (2026-2027) Submission Tips, Tricks, & Other Guidance

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1. Be sure your name, initials, or any identifying information are not present in the text of the Word document.
2. Do not use headers, footers, page numbers or word count.
3. Properly double space your prose document:
 - Do: Set the line spacing in your paragraph settings to Double Space
 - Don't: use your keyboard's "return" key at the end of each line.
 - Do: Use the "return" key to start a new paragraph.
4. Use only one space between sentences.
5. Do not indent the first line of a new paragraph. In other words, do not use the tab key or the space bar to indent the first line of a paragraph.
6. Be sure your document reads well and does not contain misspelled words:
 - Read your pieces out loud to catch any spelling or grammatical errors.
 - Spell check your document

Once you upload your file to Review Star, expect the file name to change. This is done for security and data handling purposes.