Goldfinch Vol. 27 (2024-2025) 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*: To format the document to automatically double space your text:
        [PC: Home > Paragraph > Indents and Spacing > Spacing > Line Spacing = Double]*
        [Mac: Format > Paragraph > Indents and Spacing > Spacing > Line Spacing = Double]*
   - *Don't*: use your keyboard's "return" key at the end of each line.
   - *Do*: Use the "return" key to start a new paragraph.
   - *Do*: Alternatively, use Microsoft Word's pre-built template called "Classic double spaced (blank)."
        [PC: Home > New > Search for and select Classic double spaced (blank)]*
        [Mac: File > New from Template > Search for and select Classic double spaced (blank)]*
4. One space or two between sentences?
   One space should be used between sentences.
   Check spacing between sentences by using Word's "Replace" function to search for any double spaces and replace them with a single space.
        [PC: Home > Editing > Replace]*   [Mac: Edit > Find > Replace]*
5. Indent the first line of a paragraph?
   No. New paragraphs should not be indented for your *Goldfinch* submission. This means you should 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
7. ==“I uploaded my file to Review Star and it changed the name of it. Is this expected?”==
   ==Yes, this is expected. The Review Star platform does this for security and data handling purposes.==