



## Windscrip Magazine – Cover Letter Form

**Please download and save this form and name it using the following format:  
“First Name Last Name – cover letter”.**

**Do not send a link to this document as links are not accepted. You must attach this cover letter to your email along with your submitted poetry and/or prose.**

Please print clearly if you are filling this form out by hand.

Submitter Information			
<i>All fields are required and must be completed in full or your submission will not be accepted.</i>			
Date			
Legal Name			
Chosen Name (Ex: the name you prefer to be called, if applicable)			
Pen Name (What name do you want your work published under? If applicable.)			
Pronouns			
Mailing Address			
City			
Province		Postal Code	
Phone			
Email			

<b>50-Word Biography</b> <b>(in third-person)</b>			
<b>Parent/Guardian Information</b> <i>All fields are required if you are under 18 and must be completed in full or your submission will not be accepted.</i>			
<input type="checkbox"/> I am 18 years old or older and <u>do not</u> need to provide guardian information.			
<input type="checkbox"/> I am under 18 years old and will provide guardian information.			
<b>Guardian's First and Last Name</b>			
<b>Guardian's Phone Number</b>			
<b>Guardian's Email Address</b>			
<b>High School and Teacher information</b> <i>All fields are required and must be completed in full or your submission will not be accepted.</i>			
<b>High School Name</b>			
<b>High School Mailing Address</b>			
<b>City/Town</b>			
<b>Province</b>	<b>Postal Code</b>		
<b>High School Phone Number</b>			
<b>Teacher's First and Last Name</b>			
<b>Teacher's Email Address</b>			

### Poetry and/or Prose Submissions

You may submit up to four poems and two prose (fiction or nonfiction) pieces that do not exceed 1500 words each – a maximum of six pieces total. Ensure each piece is properly formatted according to our guidelines.

Note: six spaces are provided below, but you do not need to submit six pieces to the magazine. If you are only submitting one poem, please fill out “Poem 1 Title” spot and leave the rest blank. If you are only submitting one prose piece, please fill out “Prose 1 Title” and leave the rest blank.

Your title(s) must be included on this cover letter document or your submission will not be accepted.

Poem 1 Title	
Poem 2 Title	
Poem 3 Title	
Poem 4 Title	
Prose 1 Title	
Prose 2 Title	

**To Submit:**

*Always keep a copy of your submitted work. Submissions will not be returned.*

Please email this cover letter and your poetry/prose (properly formatted as per our guidelines) as attachments to [windscripvmagazine@gmail.com](mailto:windscripvmagazine@gmail.com) with *Windscrip Submission* in the subject line by **11:59 p.m. on December 10, 2026**

**For more information:** please see the *Windscrip Magazine* webpage: <https://skwriter.com/programs-and-services/publications/windscrip>

**Questions:** please contact the Program Manager at (306) 791-7746 or [swgevents@skwriter.com](mailto:swgevents@skwriter.com).