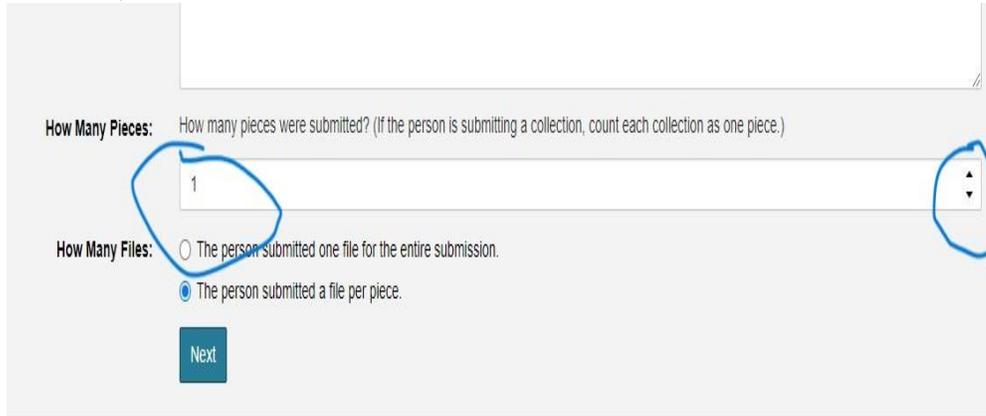


How to Upload the Correct Amount of Pieces via Duosuma

1. Pieces = Amount of poems/short stories/etc. being submitted for consideration
 - a. GLT allows up to three poems to be considered, so the number should either be 1, 2, or 3



The screenshot shows a web form with two main sections. The first section is labeled 'How Many Pieces:' and contains a dropdown menu with the number '1' selected. A blue circle highlights the dropdown menu, and another blue circle highlights the up and down arrow icons on the right side of the dropdown. The second section is labeled 'How Many Files:' and contains two radio button options: 'The person submitted one file for the entire submission.' (which is unselected) and 'The person submitted a file per piece.' (which is selected). Below the radio buttons is a blue 'Next' button.

- Go to the [Duosuma Control Panel](#)
- Read the [Duosuma Documentation](#)
- Contact [Duosuma Customer Service](#)

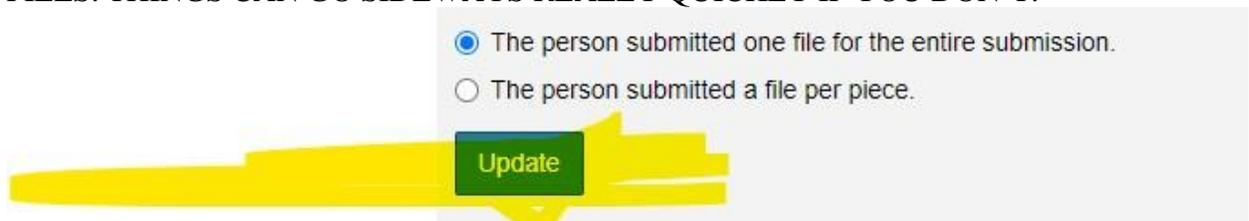
Duosuma: Duotrope's Submission Manager

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- Go to Duotrope, our writers' resource | [About Duotrope](#)
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3. How Many Files simply means how many documents do you have?

- a. While I prefer everyone to have one file per submission, I don't mind if you have each poem on a separate file
4. If you have all of your poems on one file, select the first option. Select the second option if you are going to upload them per document
 5. Hit the Next Button
 6. You have the option to change between uploading one file for the whole sub or one file per piece. NOTE: IF YOU WISH TO CHANGE YOUR OPTION AT THIS POINT, ENSURE THAT YOU HIT THE UPDATE BUTTON BEFORE UPLOADING ANY FILES. THINGS CAN GO SIDeways REALLY QUICKLY IF YOU DON'T.



The screenshot shows the 'How Many Files' section of the form. It features two radio button options: 'The person submitted one file for the entire submission.' (which is selected) and 'The person submitted a file per piece.' (which is unselected). Below the radio buttons is a green 'Update' button. A yellow highlight is drawn around the 'Update' button.

- 7.
8. Now, the most confusing part. Duosuma WILL NOT allow you to upload a file if you have selected the first option "The person submitted one file for the entire submission" UNLESS you have had all three titles.

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9. This is how the Title section looks when you select the “The Person submitted one file for the entire submission” option

The screenshot shows a form titled "Pieces" with a sub-header "ADD A PIECE". Below this is a "Title:" label followed by a text input field. Underneath are two checkboxes: "Sim-Sub: This piece was submitted simultaneously (to other publishers)." and "Reprint: This piece has been previously published." At the bottom of the form are two buttons: "Add" (in a blue box) and "Cancel" (in a white box with a blue border).

10.
11. Adding titles is easy. Simply put in the title and then hit add.

The screenshot shows the "Pieces" form after a title has been added. It features a table with two columns: "PIECE" and "FILE/LINK". The first row contains "Demo Title 1" in the "PIECE" column and is empty in the "FILE/LINK" column. Below the table is the "ADD A PIECE" sub-header and an empty text input field. There are two checkboxes: "This piece was submitted simultaneously (to other publishers)." and "This piece has been previously published." A green confirmation message box states "This piece has been added to this submission." At the bottom are three buttons: "Add" (blue), "Delete" (red), and "Cancel" (white with blue border).

12.
13. See how the title has been added? Proceed with adding the additional two titles
14. Now look what happens when we reach the full 3 titles:

Pieces	
PIECE	FILE/LINK
Demo Title 1	
Demo 2	
Demo 3	
[Add Another Piece]	

Select only one file to upload in one of the following formats: **doc, docx, rtf**. The file should include all the pieces

Choose File No file chosen

Upload File

- 15.
16. You are now given the option to upload your file since all the titles have been added.
 - a. If you only have 1 piece or two pieces, you will only need that many titles
17. Hit Choose File first and browse for your document and then hit the Upload File in order to upload the doc
18. There should be a finalize/submit option after the file is uploaded (I don't have a screenshot since I'm demoing using a manual sub for GLT and it looks different from the submitter's perspective). And then you're done!

Now, I know I skipped the "The Person submitted a file per piece. This one should be more user friendly. Just follow the steps listed.

1. Add your Title
2. Check Sim-sub if you like (I don't think I get notified about this so???)
3. I don't accept reprints so please don't send those lol
4. Choose your file
5. Add
6. Rinse and repeat.

How Many Pieces: How many pieces were submitted? (If the person is submitting a collection, count each collection as one piece.)

1

How Many Files:

- The person submitted one file for the entire submission.
- The person submitted a file per piece.

Update

Pieces

ADD A PIECE

Title:

Sim-Sub: This piece was submitted simultaneously (to other publishers).

Reprint: This piece has been previously published.

Upload File: Select only one file to upload in one of the following formats: **doc, docx, rtf**. The file should include only the piece listed above.

No file chosen

Add

7.