***Lake***

***Mission Statement: The purpose of the RLC Arts Publication is to celebrate and promote art in all its forms.***

**General Submission Information:**

Everyone in the Rend Lake College district may submit work.

You keep copyright to your work.

***To improve your chances of acceptance*:**

**Carefully** follow the specific guidelines relevant to your submission.

Be original

Proof carefully and edit

All Fiction/Poetry/Non-Fiction submissions must be typed /in 12-point type/ in Rich Text Format.

**Submission Deadlines:**

Submissions entered by the deadline will be eligible for publication in the Spring issue of the magazine.

*Note: Check specific Contest Guidelines and Deadlines as these may differ from general submissions.*

The magazine is not responsible for submissions that do not reach us for whatever reason. It is advisable for writers to verify that submissions have been received.

Writers whose manuscripts are chosen for publication will be notified by e-mail. Be very certain that your e-mail address is correct on the manuscript.

**Fiction/NonFiction Submission Guidelines:**

Submit short fiction/nonfiction (2000 words or less).

Nonfiction may take the form of Creative Nonfiction or Critical Essays.

Submissions MUST be typed (ds, 12 point, Times New Roman)

You may submit more than one work at a time, but all should total 2000 words or less. Longer submissions will still be read, but the possibility of acceptance may be impacted.

Submissions must be original

Submissions must include your name, address, Warrior Tag # (if you are a current student), e-mail address and approximate word count of the manuscript.

The story or nonfiction essay title and page number must appear on each page of your submission.

**Submissions will be accepted both electronically and in hard-copy form.**

**Hard Copy Submissions:** Should use standard white paper/black ink

Should follow the general fiction/nonfiction guidelines above

Each story or essay must be stapled together

If more than one story or essay is submitted, each of your stories or essays must be individually stapled.

You must provide a cover sheet with the following information (Story/Essay titles -- with the word count of each-- your name, address, Warrior Tag number, and e-mail address. The cover sheet should be placed on top of the manuscript and all held together with a binder clip.

The manuscript should be delivered to the following addresses:

**For Fiction: For Nonfiction:**

Peggy Davis Rebecca Biggs

North Oasis 150 North Oasis 147

Rend Lake College Rend Lake College

Ina, IL 62846 Ina, IL 62846

**Electronic Submissions:** Submissions should be in Rich Text format.

You must provide a cover sheet with the following information (Story titles -- with the word count of each-- your name, address, Warrior Tag number, and e-mail address.

Follow all relevant guidelines above.

Send submissions to the following e-mail address:

Fiction: [davisp@rlc.edu](mailto:davisp@rlc.edu)

Nonfiction: [biggs@rlc.edu](mailto:biggs@rlc.edu)

**Poetry Submission Guidelines:**

No limit is placed on the number of poems you may submit, but a good general guideline is three.

No limit is placed on word count.

Submissions must be typed, single-spaced, in 12 point type, using Times New Roman.

Submissions must be original

Submissions must include your name, address, Warrior Tag # (if you are a current student), e-mail address and approximate word count of the manuscript.

The poem title and page number must appear on each page of your submission.

Submissions will be accepted both electronically and in hard copy form.

**Hard Copy Submissions:**

You should use standard white paper/black ink

If a poem is over one page long, please staple the pages together.

You must provide a cover sheet with the following information: Poem titles -- with the word count of each-- your name, address, Warrior Tag number, and e-mail address. The cover sheet should be placed on top of the manuscript and all held together with a binder clip.

The manuscript should be delivered to the following address:

Peggy Davis

North Oasis 150

Rend Lake College

Ina, IL 62846

**Electronic Submissions:** Submissions should be in Rich Text format.

You must provide a cover sheet with the following information (Story titles -- with the word count of each-- your name, address, Warrior Tag number, and e-mail address.

Follow all relevant guidelines above.

Send submissions to the following e-mail address:

[davisp@rlc.edu](mailto:davisp@rlc.edu)

**Playwriting Submission Guidelines:**

The play should be short, running 6-8 minutes or so in length.

The play may be a comedy or drama as long as it has a beginning, middle, and ending.

The play needs to follow Aristotle's "Three Unities"

Unity of time (only a short span of time - no episodes) Unity of place (only one setting: a living room or a gymnasium, kitchen, etc.) Unity of action (only one plot - multiple plots will complicate the play too much)

There must be a crisis that is happening or has just happened.

All characters need to be named in the script somehow (either they introduce themselves or others identify them) All characters need to be developed and reveal something about their personalities, motivations, etc.

All characters need to serve a purpose.

A twist at the end of the plot is often a neat device that may teach a lesson or surprise the audience.

The play needs to provide a message of some sort to the audience.

In order to save room on paper, the play needs to be formatted with the characters' names all in caps, and to the left of the dialogue. The dialogue should be tabbed over from the names about 5 or so spaces:

JOE: I am having trouble, Jill!

JILL: Really? What kind of trouble, Joe?

JOE: (Sits down with head in hands) I lost my homework, my car keys, my cell phone, and my dog.

JILL: Yes, I'd say you're having trouble.

Stage directions (what the characters DO during their dialogue) must be set off with parentheses so show they are not spoken.

Questions or submissions (in MS Word) should be sent to Tracey Webb at [webbt@rlc.edu](mailto:webbt@rlc.edu) Or call Ext. 1295.

618-437-5321, Ext. 1295 or email: [webbt@rlc.edu](mailto:webbt@rlc.edu).

**GENERAL GRAPHIC DESIGN SUBMISSION GUIDELINES**

All artwork must arrive at our offices on or before the published deadline. High-res digital image (300 dpi at 8½" x 10") entries should be sent as JPG, TIF or PDF files preferred. If work is 3 dimensional, photograph the work and submit electronic file.

Each submission must be labeled with "Designer - Title

All submissions must include in the top right corner of the document (or on a separate cover page/in the body of the email for design piece:)

        -Designer's name

        -Title of the work

        -Designer's contact info (email, address, phone)

1. Email your work to [Tarantino@rlc.edu](mailto:Tarantino@rlc.edu)

        In the subject line, type your name and the submission's title.

           -If you have more than one submission, type your name and  "Submissions" in the subject line.

            -List all of the titles in the body of the email.

OR

2. Drop off hard copies or Cd/DVD of your work in tarantino mailbox in North Oasis, room 111 submission of two works into any one design category. You may enter as many times as you wish.

All forms of Designs are accepted, including but not limited to: posters, logos, ads, mailers, brochures, packaging, architecture, and more.

If you do not follow the submission guidelines, your piece may not be considered for

publication.

**Fine-Arts Submission Guidelines:**

All artwork must be sent to my email (davisp@rlc.edu) on or before the published deadline. High-res digital image (300 dpi at 8½" x 10") entries should be sent as JPG, TIF, or PDF files preferred. If work is 3 dimensional, photograph the work and submit electronic file.

Each submission must be labeled with

        -Artist’s name

        -Title of the work

       -Medium

 -Artist’s contact info (email, address, phone)

1. Email your work to [davisp@rlc.edu](mailto:davisp@rlc.edu)

        In the subject line, type your name and the submission's title.

-If you have more than one submission, type your name and "Submissions" in the subject line.

            -List all of the titles in the body of the email.

**Photography Submissions Guidelines:**

Please send digital files to [davisp@rlc.edu](mailto:davisp@rlc.edu)

Each submission must be labeled with

        -Artist’s name

        -Title of the work

       -Medium

 -Artist’s contact info (email, address, phone)

1. Email your work to [davisp@rlc.edu](mailto:davisp@rlc.edu)

        In the subject line, type your name and the submission's title.

-If you have more than one submission, type your name and "Submissions" in the subject line.

            -List all of the titles in the body of the email.

**The journal is under no obligation to accept submissions in a specific category if none are deemed appropriate for a particular issue.**