

2005 *Expression* Magazine

Guidelines for Submission

SUBMISSION DEADLINE: February 14, 2005

General Guidelines:

- Any student enrolled at Casper College, UW/CC, related upper division programs for at least one credit hour, or workshop participants in Casper College's annual literary conference may submit work.
- All works submitted must have been completed or revised while at Casper College or UW/CC.
- Students may submit a total of ten entries, but no more than four pieces by any one individual will be published.
- A completed, signed release form and biographical sheet must accompany all submissions.
- With the exception of artwork, submitters should retain original copies of all materials. **Only artwork will be returned.**
- **Plagiarized or unlawfully borrowed work is unacceptable in any form. If you have any questions about your material, please contact the *Expression* staff.**

Literary Submissions

- Manuscripts must be typed, double-spaced, and titled. Due to space limitations, any prose work over 3,000 words may be returned to the author for revision.
- Students must submit **4 hard paper copies** of each work and one disk.
- One hard copy must contain the submitter's name and phone number. The three other copies must contain a header with the title and page numbers in the upper-right-hand corner **only** (no identifying information).
- An additional copy of all literary submissions must be included on a CD or 3.5 floppy diskette. Please save your text as an RTF (rich text file [when saving, in the Save as Type box, scroll down to rtf and click]).
- If unable to submit work in the above formats, please contact the *Expression* staff about the possibility of making other arrangements.

- Literary works will not be returned.

Art Submissions

- The artist's name, the title of the work, and the art medium and dimensions should be clearly printed on the back of each original art submission. Please do not submit slides or photographs of work.
- All 2-D artwork should be protected with cardboard panels, size permitting. We prefer that artwork be unframed but mounted. All 3-D artwork should be carefully packaged.
- Although the *Expression* staff makes every possible effort to protect every artist's work, arrangements can be made for the artist to drop off the work the morning of the judging and pick it up that day if preferable. If this is the case, please contact the *Expression* office to make arrangements.
- **All art submissions must be the submitter's own original work. Reproductions of another's work in any form is unacceptable.**

Music Submissions

- Music submissions may be for any solo instrument, voice, or ensemble, and must be in computer printout format. Entries must be less than eight pages in length.
- Music submissions must include four hard (paper) copies of the piece, one disk from which we can download the written piece, and a recording of the piece being performed on a cassette tape or CD. One written copy must have the title of the piece, your name, address and phone number. The other three copies must have the title of the piece and page numbers only.
- If unable to submit work in the above formats, please contact the *Expression* staff about the possibility of making other arrangements.

Other Submissions

The *Expression* staff welcomes for consideration submissions in other categories that display student creativity.

Questions?

The *Expression* office is located in CE 105, downstairs in the Student Center,

or call 268-2511 for assistance.

Thank you for your interest in *Expression*.

Stacey Bigliardi

Editor-In-Chief, *Expression*

Tentative Office Hours:

