# 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.
- o 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:**

Monday 11am-4pm; Tuesday 11:30am-2pm; Wednesday 11am-1:30pm; Thursday Noon-4 & 5-7; Friday 11am-4pm

The office is closed on school holidays and weekends. This is a tentative schedule and staff may not be available during these time periods. If you are unable to reach a staff member, please contact the office by phone and leave a message.

### 2005 *Expression* Magazine Publication Release Form

## I, \_\_\_\_\_(please print), do affirm that each of the following statements is true regarding my submission(s) to *Expression*.

- 1. I am the author/artist of the unpublished work(s) listed below.
- 2. I hereby grant *Expression* the right to publish the following work(s): this includes First North American Rights only, which allows *Expression* onetime printing rights and protects the author/artist against unauthorized copying of said material(s).
- 3. I am the sole owner of said work, and I retain full rights to publish and/or sell said work after *Expression*'s first printing.
- 4. The said work contains **no work in any form from other copyrighted works** if the author/artist has not filed with *Expression* a **written consent** from the owner of such copyrighted material. I understand the serious penalties that may result from the plagiarism of any other work.
- 5. The said work does not infringe on any copyright, violate any property rights, or contain any scandalous, libelous, or unlawful material.
- 6. I understand that works are judged for inclusion in the magazine through a blind judging process by volunteers who are not a part of the *Expression* staff. I also understand that the *Expression* staff does not have the ability to change the decision of the judges, including the accepting of rejected works.
- 7. I have read in full and understand the 2005 *Expression* Magazine Guidelines for Submission and have followed those guidelines to the best of my ability. I have read and fully understand all of the above information.

Title: (Highly Suggested)	<b>Type of Work/Art:</b> (Fiction, Nonfiction, one-act play, art medium, music score, etc.)

Signature: Da		
Phone Number: Al	ternate:	
Full Address:		
2005 <i>Expression</i> Magazine		
Artist/Author Biography		
Name:		
Hometown:		
-		
Major course of study:		
Please tell us about your background and plans for the future:		

Define your art, tell us about the inspiration for your art and what it means to you, or tell us any other information that you find relevant about your work.

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