

Evergreen Valley College Students, Faculty, Staff, and Administrators are invited to submit original creative works for consideration in *Leaf by Leaf 2017*

Form for Submission of Material to *Leaf by Leaf 2017* The Evergreen Valley College Literary Magazine

GUIDELINES

In the header for each submission include your:

Name: _____

Email Address: _____

Phone/Cell Number: _____

- Evergreen Valley College Students, Faculty, and staff (classified and administrators) may submit their original works for consideration in *Leaf by Leaf 2017*.
- **All submissions** must be *original* works by **Evergreen Valley College 1) students** or **2) employees**.
- Submissions may include short fiction, poetry, essays, and brief dramatic treatments.
- Submissions should observe the rules of grammar and punctuation (e.g., quotation marks used for dialog).
- Submissions *must* be typed. **No handwritten works will be considered.**
- Present the *Leaf by Leaf* staff with 1) a hard copy, and 2) an electronic file (e.g., a USB stick) of your submissions. NOTE: **We cannot read Microsoft Works** documents; use word, plain text, or rich text.
- The *Leaf by Leaf* Editorial Board will not retype any story, poem, essay, or dramatic monologue; instead, we respect the submitter's responsibility for sending us materials in publishable form.
- All EVC Students, Faculty, and Staff have equal access to the computers in the EVC Library to type up electronic files if necessary.
- **ALL SUBMISSIONS MUST BE COPIES.**
- **The EVC *Leaf by Leaf* Editorial Board returns no poems, memory sticks, etc.**
- We take no responsibility for pieces submitted that do not follow our guidelines.
- The EVC *Leaf by Leaf* staff may need to get in touch with you to verify your acceptance of material it deems necessary to edit. The undersigned agrees to any minor edits made by the EVC *Leaf by Leaf* Editorial Board.
- All writers should carefully *proofread* and *revise* submissions *before* presenting them to members of *Leaf by Leaf* staff. That is, *Leaf by Leaf* submissions represent final copies for us to consider—not drafts.
- You may leave your hard copy and electronic copy of your original submission with Language Arts Department Administrative Assistant, Cristina Marsh Veronica.Santos@evc.edu in the Language Arts Office or catherine.kost@evc.edu in Counseling Center; otherwise, send submissions c/o English Professor Sterling Warner [Sterling.Warner@evc.edu](mailto: Sterling.Warner@evc.edu). Remember, your submission must be typed and include a hard copy and electronic copy.
- I have read the above and fully understand the implications of submitting my original material for **POSSIBLE PUBLICATION** in *Leaf by Leaf 2017*, the annual Evergreen Valley College Literary Magazine.

X _____

Date _____

Submissions Due by March 10, 2017 (the sooner the better)