Form for Submission of Material to Leaf by Leaf 2015
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 2015.
- All submissions must be original works by Evergreen Valley College students or 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, a CD) 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 retyp e 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, disks, CDs, 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, Cathy Kost "catherine.kost@evc.edu, in the Language Arts Office—RE-206; English Professor Sterling Warner Sterling.Warner@evc.edu, in Roble 321; English Major/Language Lover’s Club President, or English Majors/Language Lover’s President, Jewel Hernandez jewelbr0dy@yahoo.com, or Authors’ Guild President Frances Martinez greeneyedgirl_luvsmyr@yahoo.com
- I have read the above and fully understand the implications of submitting my original material for POSSIBLE PUBLICATION in Leaf by Leaf 2015, the annual Evergreen Valley College Literary Magazine.

X_________________________________________________________ Date_______________

Submissions Due by March 12, 2015 (the sooner the better)