

# Alembic Submission Form

**Winter 2010 Deadline: Monday, February 15, 2010**

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| Name:   |
| Address:  |
| City, State, Zip:   |
| Phone (home, work, cell):   |
| E-mail:   |
| Your status (circle one): student non-student                               |
| Title of work (each submitted work needs a title):                          |
| Type of submission (circle one): fiction nonfiction script poetry art photo |
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- Include one of these forms for each separate item (available at CT 104 or online).
- Turn work in to the editors in CT 104, slip it under the door, give it to any creative writing instructor, or e-mail it as an MS Word (text) or TIFF (graphic) attachment to [alembic@pcc.edu](mailto:alembic@pcc.edu).
- Publication dates: end of winter and spring terms

## Manuscript submissions

- E-mail as MS Word attachments; save in Rich Text Format (.rtf).
- Hard-copy entries should be double-spaced on one side of 8 1/2" by 11" white paper, with numbered pages.
- 12-point Times Roman font preferred. Poetry should be typed as it is to appear. No handwritten material.
- Prose manuscripts shouldn't exceed 1,000 words for **Alembic**.
- The author's name should not appear on the work itself, only a title.
- Due to the amount of work received, manuscript submissions cannot be returned.
- Keep a copy of your submission.

## **Photo/artwork submissions**

- E-mail as a TIFF attachment.
- Hard-copy photography submissions: Submit a print, no larger than 12" by 17".
- Hard-copy artwork submissions: Submit the original or a clean print, no larger than 12" by 17". Please state the medium used. No framed artwork or original canvases accepted. Black and white photos of the works are fine.
- Hard-copy photography and artwork may be picked up the last week of the term.

## **Eligibility & Rights**

- Anyone may submit their work; 20 percent of each publication is devoted to non-student work, and 80 percent to PCC student work. Students needn't be in a creative writing, art, photography, or graphics class to submit. All submissions must be new, original, previously unpublished work; model releases are the responsibility of contributing artists and photographers. Payment in copies.
- The Alchemy/Alembic publishing class reserves editorial control of all material submitted and protects all rights. Alchemy/Alembic acquires first North American serial and online publication rights of material selected for publication; authors and artists retain all other rights to the material.

## **Alchemy / Alembic**

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