Name:

Address:

City, State, Zip:

Phone (home, work, cell):

E-mail:

Your status (check one):  ❏ student  ❏ non-student

25-word biographical note (optional):

Title of work:

Type of submission (check one):  ❏ fiction  ❏ nonfiction  ❏ script  ❏ poetry  ❏ art  ❏ photo

• 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, e-mail it as an MS Word or TIFF attachment to <alchemy@pcc.edu>, or submit it online at <http://www.pcc.edu/alchemy>.
• Publication date: late May

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 3,000 words for Alchemy.
• 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.
• Work not accepted for Alchemy will be considered for publication in the spring Alembic.
• 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".
• Artwork Submissions: Please state the medium used. No framed artwork or original canvases accepted. Black-and-white photos of the works are fine, since the magazine is printed solely in black ink.
• Hard-copy photography and artwork may be picked up the last week of spring 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 All submissions must be new, original, previously unpublished work; model releases are the responsibility of contributing artists and photographers.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 protects all rights, and reserves editorial control of all material submitted.
• Work not accepted for Alchemy will be considered for publication in the spring Alembic.

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