

The Bell Tower Arts Journal Guidelines for Submission

Please carefully read the guidelines below. In submitting a work for consideration, the writer or artist agrees to abide by the editorial guidelines.

General Guidelines

Our goal is to create a publication that is a high quality, content-rich source of literary and artistic expression on a wide range of topics and themes. Therefore, we seek unique, insightful work displaying vivid, lively language and artistic skill.

Students are limited to three submissions total. All submissions must be the original work of the student writer or artist. We do not accept previously published or plagiarized work.

While we strongly support intellectual freedom as the right of every individual from all points of view, we do not accept work that is pornographic, profane, exploitative, or that seeks to cause injury to an individual or group.

All works, whether literary or artistic, must be accompanied by a completed submission form. Pen names **may not** be used. **The writer's or artist's name should not appear anywhere on the manuscript or artwork.**

Students whose visual or literary artwork is published in *The Bell Tower Arts Journal* retain all copyrights to their work.

Prose Guidelines

Works of short fiction or essays should **be no longer than three pages** in length and must conform to the accepted grammatical standards of American English.

Manuscripts must be typed and submitted according to the following guidelines:

- Microsoft Word document only
- Double-spaced text
- Size 12 font only
- Numbered pages
- All outside sources used must be properly documented according to MLA style.

Prose works will be edited for clarity, grammatical precision, and space. When extensive revision is required, the manuscript will be returned to the author for approval. Furthermore, authors whose prose manuscripts have been selected for publication will be asked to submit an electronic copy of the manuscript.

Poetry Guidelines

We are looking for well-crafted poetry, both formal and free verse, which exhibits artistic skill with language. Poems should meet the accepted grammatical standards of American English in so far as doing so does not compromise the artistic intent of the poet. Poems must be typed and submitted according to the following guidelines:

- Microsoft Word document only
- Single-spaced text; double spacing between stanzas; size 12 font only
- Numbered pages

Students whose poetry submissions have been selected for publication will be asked to submit an electronic copy of the poem.

Fine Art and Photography Guidelines

Fine art images and photographs should be submitted in digitized format of the highest quality (**tif format; 300 dpi for black and white; 300 dpi-cmyk for color**; no larger than 8x10) on a CD or disk and must include the title, the size of the original work, and the media used. Submissions will not be returned.

The Bell Tower Arts Journal Submission Form

Directions: Before completing the form, be sure you have read and understand the guidelines printed on the other side. By completing the submission form, you agree to abide by the editorial guidelines of the *The Bell Tower Arts Journal*. **Students are limited to three submissions.**

NOTE: A completed submission form must accompany **EACH** submission.

Each item below MUST BE COMPLETED. Please print legibly.

Student Name: (Print) _____ (Pen names **may not** be used.)

A# _____ (Required)

Mailing Address: _____

Hometown (if different from mailing address) _____

Home Phone: _____

Cell Phone: _____

Email: _____

Title of Work: _____

Fine and graphic arts and photography submissions MUST include the following:

Brief description of the original work:

Original Size: _____

Media Used: _____

Submission deadline for the 2017 *The Bell Tower Arts Journal* is November 9, 2017. Submissions may be turned in to the Humanities, Communications, and Fine Arts Office (Jenkins Hall).