

# Submission Cheat Sheet

## Written Submission Guidelines

- Single line spacing preferred – may be altered in editing for spatial requirements
- All text should be left-justified unless text is considered visual art. In that case, written submission will be scanned and entered into publication as jpg.
- No indentations in short stories – simply double space to indicate new paragraph.
- Submit as a word document saved by your name and its title.

## Visual Art Submission Guidelines

- Non-photographic art needs to be scanned. Scanners are available at most New Castle County libraries and use of them is free. You can get help from the Reference Desk.
- If scanning is unavailable, please photograph as clearly as possible, in good light, head on (i.e. not at an angle) with little or no background images, and no shadows of the camera visible.
- Photographic submissions should be cropped and otherwise edited and ready for publication.
- *All submissions should be presented as email attachments. For visual artists, remember that your piece will be enlarged to 8.5"x11" at the largest. Do not submit pieces that will pixelate at that size.*
- Please save each piece by your name and its title.