Mission Statement: The purpose of the RLC Arts Publication is to celebrate art in all its forms.

General Submission Information:

Everyone in the Rend Lake College district may submit work.

You keep copyright to your work.

Please include a signed release form with your work. If you are submitting more than one work, please submit a release form for each.

*If you are submitting in hard copy, please put the release form on top of your submission.

*If you are submitting electronically, please do one of the following:

1. Sign the form electronically and send to davisp@rlc.edu

2. Bring the signed release form to the North Oasis, Room 150.

3. Send the signed release form through campus mail -- directed to Peggy Davis, North Oasis.

4. Mail to: Peggy Davis

   468 N. Ken Gray Parkway

   Rend Lake College

   Ina, Illinois 62846

To improve your chances of acceptance:

Carefully follow the specific guidelines relevant to your submission.

Be original

Proof carefully and edit

All Fiction/Poetry/Non-Fiction submissions must be typed in 12 point type in Rich Text Format.

Fiction/NonFiction Guidelines:
Submit short fiction/nonfiction (2000 words or less).

Nonfiction may take the form of Creative Nonfiction or Critical Essays.

Submissions MUST be typed (ds, 12 point, Times New Roman)

You may submit more than one work at a time, but all should total 2000 words or less. Longer submissions will still be read, but the possibility of acceptance may be impacted.

Submissions must be original

Submissions must include your name, address, Warrior Tag # (if you are a current student), e-mail address and approximate word count of the manuscript.

The story or nonfiction essay title and page number must appear on each page of your submission.

**Submissions will be accepted both electronically and in hard copy form.**

**Hard Copy Submissions:**

- Should use standard white paper/black ink
- Should follow the general fiction/nonfiction guidelines above
- Should include a signed release form
- Each story or essay must be stapled together

If more than one story or essay is submitted, each of your stories or essays must be individually stapled.

You must provide a cover sheet with the following information (Story/Essay titles -- with the word count of each-- your name, address, Warrior Tag number, and e-mail address. The cover sheet should be placed on top of the manuscript and all held together with a binder clip.

The manuscript should be delivered to the following addresses:

**For Fiction:**

- Peggy Davis
- North Oasis 150
- Rend Lake College
- Ina, IL 62846

**For Nonfiction:**

- Rebecca Biggs
- North Oasis 147
- Rend Lake College
- Ina, IL 62846
Electronic Submissions:

Submissions should be in Rich Text format.

You must provide a cover sheet with the following information (Story titles -- with the word count of each-- your name, address, Warrior Tag number, and e-mail address.

Follow all relevant guidelines above.

Send submissions to the following e-mail address:

Fiction: davisp@rlc.edu

Nonfiction: biggs@rlc.edu

Poetry Guidelines:

No limit is placed on the number of poems you may submit, but a good general guideline is three.

No limit is placed on word count.

Submissions must be typed, single-spaced, in 12 point type, using Times New Roman.

Submissions must be original

Submissions must include your name, address, Warrior Tag # (if you are a current student), e-mail address and approximate word count of the manuscript.

The poem title and page number must appear on each page of your submission.

Submissions will be accepted both electronically and in hard copy form.

Hard Copy Submissions:

You should use standard white paper/black ink

If a poem is over one page long, please staple the pages together.

You must provide a cover sheet with the following information: Poem titles -- with the word count of each-- your name, address, Warrior Tag number, and e-mail address. The cover sheet should be placed on top of the manuscript and all held together with a binder clip.
Include a signed release form

The manuscript should be delivered to the following address:

Peggy Davis
North Oasis 150
Rend Lake College
Ina, IL  62846

Electronic Submissions:

Submissions should be in Rich Text format.

You must provide a cover sheet with the following information (Story titles -- with the word count of each-- your name, address, Warrior Tag number, and e-mail address.

Follow all relevant guidelines above.

Send submissions to the following e-mail address:

davisp@rlc.edu

The magazine is not responsible for submissions that do not reach us for whatever reason. It is advisable for writers to verify that submissions have been received.

Writers whose manuscripts are chosen for publication will be notified by e-mail. Be very certain that your e-mail address is correct on the manuscript.

GENERAL GRAPHIC DESIGN SUBMISSION GUIDELINES

All artwork must arrive at our offices on or before the published deadline. High-res digital image (300 dpi at 8½" x 10") entries should be sent as JPG, TIF or PDF files preferred. If work is 3 dimensional, photograph the work and submit electronic file.

Each submission must be labeled with "Designer - Title

All submissions must include in the top right corner of the document (or on a separate cover page/in the body of the email for design piece:)

   -Designer's name
- Title of the work
- Designer's contact info (email, address, phone)

1. Email your work to Tarantino@rlc.edu

   In the subject line, type your name and the submission's title.
   - If you have more than one submission, type your name and "Submissions" in the subject line.
   - List all of the titles in the body of the email.

OR

2. Drop off hard copies or Cd/DVD of your work in Tarantino mailbox in North Oasis, room 111
   submission of two works into any one design category. You may enter as many times as you wish.

   All forms of Designs are accepted, including but not limited to: posters, logos, ads, mailers, brochures, packaging, architecture, and more.

   If you do not follow the submission guidelines, your piece may not be considered for publication.

   **Photography Submissions Guidelines:**

   Please send digital files to Dayna@hartleyhome.com or place photos in Dayna Hartley’s mailbox (North Oasis, Rend Lake College).

   **Food Section Submissions Guidelines:**

   Title: Art de Gastronomie

   1) Minimum 100 word essay discussing some particular food or dish.
   2) Submissions should be no longer than 1000 words.

   3) Either a picture or a recipe detailing the dish.
   4) How is this dish art and not merely sustenance? Or better yet, how does this dish represent more than merely food?
   5) Your first experience with the dish and a discussion of how it has become more than merely something to eat--if it is a traditional dish like Thanksgiving turkey, or Mom's cornbread, etc...

   Electronic submissions only.

   Send submissions or questions to Joe Ervin at ervinj@rlc.edu
First RLC Film Contest

Submissions will be judged on merit by a panel of faculty for presentation and possible cash award.

Please examine the information below if interested.

**Deadline for submission:** February 21st

**Length:** 2-18 minutes

**Eligibility:** All current or former RLC students

**Limitations and restrictions:**

- Must be submitted in a form that allows playback in Microsoft’s Real Media players
- No onscreen illegal activity
- No real or simulated sex.
- Contestant owns the copyright to their work but by entering you are giving RLC College permission to keep a copy of your work and show it for educational purposes for the life of the media.

*Entries will be divided into the categories of narrative, documentary, and experimental, but those students submitting films need not indicate which of these apply.

**Remember music cannot be used without copyright holder’s permission. No entry will be accepted for award or presentation that violates copyright law.

Film questions and submissions should be directed to Rob Little, NO 143. Ext. 1765.

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**Playwriting criteria:**

The play should be short, running 6-8 minutes or so in length.

The play may be a comedy or drama as long as it has a beginning, middle, and ending.

The play needs to follow Aristotle's "Three Unities"
Unity of time (only a short span of time - no episodes) Unity of place (only one setting: a living room or a gymnasium, kitchen, etc.) Unity of action (only one plot - multiple plots will complicate the play too much)

There must be a crisis that is happening or has just happened.

All characters need to be named in the script somehow (either they introduce themselves or others identify them) All characters need to be developed and reveal something about their personalities, motivations, etc.

All characters need to serve a purpose.

A twist at the end of the plot is often a neat device that may teach a lesson or surprise the audience.

The play needs to provide a message of some sort to the audience.

In order to save room on paper, the play needs to be formatted with the characters' names all in caps, and to the left of the dialogue. The dialogue should be tabbed over from the names about 5 or so spaces:

JOE:  I am having trouble, Jill!

JILL:  Really? What kind of trouble, Joe?

JOE:   (Sits down with head in hands) I lost my homework, my car keys, my cell phone, and my dog.

JILL:  Yes, I'd say you're having trouble.

Stage directions (what the characters DO during their dialogue) must be set off with parentheses so show they are not spoken.

Questions or submissions (in MS Word) should be sent to Tracey Webb at webbt@rlc.edu Or call Ext. 1295.

618-437-5321, Ext. 1295 or email:  webbt@rlc.edu.

FINE ART & FINE CRAFT SUBMISSION GUIDELINES
Artwork submissions should be original in creation and design. Fine art and craft submissions may include, but are not limited to: Paintings, Drawings, Printmaking, Illustrations, Stained Glass, Mixed Media, Sculpture, Ceramics, Jewelry and Metal Artwork.

All 2-D and 3-D artwork submissions should be sent in digital format, JPG, TIF or PDF files preferred. Entries should be sent as high-res digital images (300 dpi at 8½" x 10").

Submitter is responsible for his/her own photography.

Each submitted file should be named with artist name and artwork title in the following format: Last.First.Title.jpeg

All submitters must include a separate document file (named as Last.First.doc) with the following information:

- Artist's name
- Artist's contact info (email, address, phone)
- Title of the work
- Media
- Year of creation

Please include with the above information an artist’s statement about the submitted work. This may include, but is not limited to: a description of process, artist’s concept of intention, artist’s biography, and/or artist’s personal statement.

Be aware that publication of artist statement information is in the hands of the editor and may or may not be used with submitted artwork.

You may enter as many submissions as you like. If you do not follow the submission guidelines, your work may not be considered for publication.

1. Email your work to BrannanB@rlc.edu
   - In the subject line, type your name and “Lake Submission.”
   - List all of the titles in the body of the email.

OR

2. Drop off a CD/DVD of your submissions in Billie Brannan’s mail folder in North Oasis, room 135.

Submission Deadlines:
Submissions entered by February 21\textsuperscript{st} will be eligible for publication in the Spring issue of the magazine.

\textit{Note: Check specific Contest Guidelines and Deadlines as these may differ from general submissions.}

The magazine is under no obligation to accept submissions in a specific category if none are deemed appropriate for a particular issue.
____________________________ grants permission to include his/her work entitled
____________________________ in Lake, the Rend Lake College arts journal.

Date: _________________________

Signature: ____________________