

The Stone Circle – Student Submission Guidelines

Photography and Visual Art

Submit all photographs and visual art electronically in .jpeg format.

- **Previously published work is not be accepted.** When you submit to *The Stone Circle*, you acknowledge that each piece is an original, unpublished work.
- If you wish to use a pseudonym, please say so in your e-mail and cover letter.
- Please submit no more than **three photos** of your work. Save your file with name that includes your last name and the title, such as: SMITH_Title.jpeg
- To submit your work, send your file(s) as an e-mail attachment to: jzbeida@mclennan.edu. Please include a brief cover letter (see details below).
- **Please include a brief (1-2 sentence) description of your work so we can ensure it is accessible in our digital magazine.** (For example, “This is a black and white photograph of an abandoned building with several broken windows.”)*

Poetry and Prose

All written work must be submitted electronically in .doc or .docx format.

- Previously published work is not accepted. When you submit to *The Stone Circle*, you acknowledge that each piece is an original, unpublished work.
- Please use Arial or Times New Roman 12-point font; Poems should be single-spaced, and prose should be double-spaced.
- Save your file with a name that includes your last name and the title of the work, such as: SMITH_Title.doc (or .docx).
- Please submit no more than **five poems** and **one prose work** (short story or creative nonfiction essay) per student.
- Prose submissions should be no more than **six pages** in length.
- Put the title of the piece in the top-right “header” section of the document, as well as the page number. *Do not include your name anywhere in the document itself.*
- If you wish to be credited under a pseudonym, please indicate this in your e-mail and cover letter.
- Work must be sent as an e-mail attachment to jzbeida@mclennan.edu.

Each submission should have a separate cover letter file that includes the following information:

Name of Student
Address, City/State, Zip
Phone number and MCC (or preferred) e-mail address
Student ID number (found on ID card)
Title of the submission(s)
*Brief description of the work (for visual art entries only)