



## Submission Guidelines for 2021 Issue

**Literary submissions** Fall Deadline: November 29, 2020 **Early submission: October 25, 2020**

1. Your submission should consist of your work of literature (poetry or prose) plus a completed cover sheet.
  - a. For the 2021 *Mountain Laurel*, please observe these guidelines:
    - i. Each author may submit up to 6 entries.
    - ii. Each entry should be 2000 words or fewer.
  - b. For the special 2020 *Mountain Laurel* Christmas issue, please observe these guidelines:
    - i. Each author may submit up to 3 entries.
    - ii. Each entry should be 1000 words or fewer.
2. Present submissions electronically via email to [themountainlaurel@ngu.edu](mailto:themountainlaurel@ngu.edu) beginning September 30, 2020.
  - a. Electronic submission is preferred.
  - b. If you need to submit a print copy instead, you may bring a copy of your work and a completed cover sheet to White Hall 213.
3. Formatting your literary submission:
  - a. Follow MLA format for margins (one inch), with the following exception: instead of placing the writer's last name in the header position, place the title of the work plus page #. If the work is an untitled poem, the header should read, "Untitled poem \_\_\_1," etc. The blank line will be for *The Mountain Laurel* staff to fill in an ID number to distinguish this untitled work from others of the same genre. **\*\*Note: Titled literary works are preferred\*\*.**
  - b. The writer's name MUST NOT appear on the pages of the actual literary entry.

**Art Submissions** Fall Deadline: November 29, 2020 **Early submission: October 25, 2020**

1. Your submission should consist of a high-resolution digital photo file plus a completed cover sheet.
  - a. Submit a png or tif file of 300 dpi resolution.
  - b. Avoid extremely large files.
  - c. Contact the Art Department for assistance in obtaining quality photos of entries.
  - d. The Art Editor and staff, in consultation with Art Department faculty advisers, will determine the format for judging art entries.
2. Submit all art entries by email to [themountainlaurel@ngu.edu](mailto:themountainlaurel@ngu.edu)

## **Publication Guidelines and Procedures for Reviewing Proofs (Please Read)**

Page layouts: **The Mountain Laurel** staff will prepare page layouts using Adobe InDesign software. We will select a standard font for literary works. A writer may request a specific type of font for thematic or visual effectiveness. Such cases will be considered by **The Mountain Laurel** staff, but staff reserves the right to make final decisions affecting the appearance of the publication.

Editing changes: In cases where we believe the manuscript contains errors in spelling, sentence structure, grammar, punctuation, etc., **The Mountain Laurel** staff will edit the manuscript. Writers will have an opportunity to review changes (or will be contacted with an e-mail describing the alteration) before we submit them to the judges/printer. If the writer indicates that what appeared to be an error was intentional (such intentional variants should have a specific purpose and effectiveness within the piece), the writer may correct the proof. If a writer does not review the edits by the deadline specified, edits made by staff will remain in the final published version.

Questionable/inappropriate/copyrighted content:

In cases where a work of visual art or literature includes content (thematic material, images, symbols, and/or words) which may be deemed inappropriate for a Christian university publication, or material subject to outside copyright (quote or image from another work), the artist/writer will be invited to modify the work [or obtain the necessary permission to use copyright matter]. If the artist/writer declines the opportunity to edit his/her work, or the copyright permission cannot be provided, the work may be disqualified.

Art reproduction/layouts: Accepted Art entries produced with color will be published in full color in a special section of the journal. A high-resolution photograph of the art will appear with a caption listing title, dimensions, medium, and the artist's name. Artists may be invited to view the proof for their work(s) prior to publication. If an error in title, medium, or other details is found, the artist will have the opportunity to correct errors. If an artist fails to review the proof by the deadline specified, staff will submit the proof as designed. **The Mountain Laurel** staff reserves the right to publish black/white or monochromatic art in the black/white section.

Publication deadlines: In no case will a page proof be recalled once it has been sent to the printer. Consequently, any errors or improvements MUST be indicated and made before the printer's deadline. We expect the printer's deadline to be approximately March 1, 2021. Layout/proof review deadlines will be in February 2021.

Questions? Contact [themountainlaurel@ngu.edu](mailto:themountainlaurel@ngu.edu)