

EAST ON CENTRAL

A Journal of Arts and Letters from Highland Park, Illinois

2012-2013 Guidelines for Submission

General Requirements

- You must be 18 years of age or older and live, work or take writing/arts classes in Highland Park or have been published in a prior edition of *East on Central*.
- We accept only material that has not been previously published. Copyright remains with the creator.
- Your submission must be accompanied by a release form. An entry form is required for first-time submitters only.

There is a required submission fee of \$10 per person. The fee entitles you to submit:

- You must be 18 years of age or older and live, work or take writing/arts classes in Highland Park or have been published in a prior edition of *East on Central*.
- We accept only material that has not been previously published. Copyright remains with the creator.
- Your submission must be accompanied by a release form. An entry form is required for first-time submitters only.

Writers:

- Entries are limited to 2000 words. We may choose to consider a longer form, depending on available space. Please contact us before submitting any work in excess of 2000 words.
- Submissions must be in final form, including title of work. No changes to the work will be accepted after submission unless revisions are requested by the editors.
- For each piece of prose or poetry you must submit a separate electronic copy in Word for Windows format. Files may be submitted as an e-mail attachment or on a CD-Rom. Do not submit work within the text of an e-mail. If you need assistance with electronic copies, please contact us.
- Please have your name and phone number on the label of each disk submitted. Do not include your name and phone number within the electronic files. Do not use pagination, headers or footers in the electronic files.
- In an effort to preserve our forests, please do not send hard (paper) copies unless special formatting is needed. If hard copies are necessary, they should be paginated, with your name and phone number on each page.

Visual Artists:

- Electronic files are required; do not send originals. Required format for files are TIFF, EPS or JPEG. TIFF and JPEG file size should be CMYK and 300dpi and the reproduction size should be 4"x6". Preferred file size is 1400x1800 pixels/total size 8 megs. IT IS NO LONGER NECESSARY TO SEND BLACK & WHITE FILES FOR COLOR ART.
NOTE: *East on Central* will be offering the services of a professional at three sessions to photograph your work for a fee of \$25. This will insure that we receive files that meet our requirements. You, the artist, will receive a CD containing your own art files. Watch our website for dates and information.
- Each file should have a name specific to the artwork and artist. Generic processing numbers, e.g., IMG_XXX, are not acceptable. If you need assistance with electronic files, please contact us.
- All color files should be accompanied by a color print of the art for proofing purposes. We will do our best to match your proof and reproduce your artwork as beautifully as possible.
- Have your name, phone number and title of piece on each item and disk submitted. Be sure to indicate the proper orientation by writing "top" at the top of the photo.

To Submit:

Send e-mail entries and entry forms to info@eastoncentral.org, or mail to *East on Central*, P.O. Box 181, Highland Park, IL 60035. Release forms must be signed and mailed or faxed to 847-831-5587; they will not be accepted by e-mail. Disks, photos and paper copies become the property of East on Central and cannot be returned. Any questions? Contact us at info@eastoncentral.org or 847-757-1184.

Note: You will be contacted once our decisions have been made. Please do not contact us to ask about the status of your submission. We are not staffed to respond to such inquiries. Entries are due by March 16, 2012; publication will be September, 2012.