

## *Metaphor Journal* Volume 41 General Submission Guidelines

### General Guidelines:

- Students may submit to several different categories.
- Written pieces are limited to 4,000 words and poetry to no more than two pages each.
- All submissions must be in 12 point Times New Roman, Garamond, or similar font. The layout of works is left to the author.
- Foreign language pieces will be accepted if accompanied by an English translation.
- Each piece must be entered individually via email as listed on this webpage.
- **DO NOT INCLUDE YOUR NAME ON THE SUBMISSION ITSELF.** Do not include any identifying information on your submission or it will not be accepted. You may include a cover page with your contact information, or you may include this information in the email submission.
- The title of the work needs to be listed on every page of the manuscript; each page of the work should be numbered.
- An electronic copy must be submitted through the submission email.
- Music should be saved in .mp3 format.
- Literature should be saved in .doc or .docx format.
- Visual Arts submissions should be saved in .pdf or .jpg formats.
- Currently, we can only accept works under 4.5 megabytes. If art, music, dance, theater, or film pieces are larger than this, a CD or DVD-R should be submitted to either the English Department office, or the Metaphor office by **12:00 NOON JANUARY 21st**. The Metaphor office is located in EH 414 A. The disc should include the artist's name, phone number, email address, and the title of the piece. The artist should then go through the online submission system and instead of attaching the piece, attach a note indicating that a disc was submitted. CDs and DVD-Rs will not be returned.