**Submissions Guidelines**

To be considered for publication in *The Pen*, those who submit must either be a current USCB student or alum with no more than two years since their last active semester. Students from all majors are encouraged to submit their creative work. All work submitted must be original, unpublished, and preferably produced while at USCB. **Submissions are open year-round; please note that there are deadlines for each semester.** Work submitted after the deadline will result in consideration for the next semester. Creative writing, visual art, and music submissions will be considered. Fanfiction will not be accepted.

**Submissions should be sent via email to ThePenUSCB@gmail.com in one Microsoft Word document; any other forms will not be accepted, including Google Docs or PDFs.** Multiple submission emails within a semester will not be accepted. Please review the following before submitting:

1. The subject line of your submission email must simply read “Pen Submission.”
2. The submitter’s name must be included in the name of the attached file.
3. Any work submitted must include a short author’s bio blurb exceeding no more than 100 words in the body of the submission email.

Bio blurb example: Jane Doe is a junior psychology major at USCB, and has enjoyed her time in ENGL B222 this semester. She enjoys reading and writing poetry in her free time. As of late, her poetry has been inspired by her recent trip to Niagara Falls.

1. Formatting requirements:

* Page breaks between each individually titled piece
* 12-point font size
* Times New Roman font.

1. Ensure work is formatted as it is intended to appear on the page, and that any unconventional stylistic decisions that are intentional are made clear to *The Pen* staff via comments within the document.

**For poetry**, no more than seven pieces may be submitted per semester. Poems shouldn’t exceed 66 characters per line. Character count includes spaces and punctuation.

**For drama**, no more than two pieces may be submitted per semester, and each piece shouldn’t exceed 2,500 words per piece.

**For prose**, no more than five pieces may be submitted per semester, and each piece shouldn’t exceed 2,000 words per piece.

**Visual art** **must be sent** **within the same email submission as written submissions but not included in the same Microsoft Word document as written submissions**. Each visual art submission must be sent within either a single JPG or PNG file, with images being no smaller than a 5” x 7” at 600 dpi. No more than ten pieces of visual art may be submitted per semester. Submitters must include their name in the title of each JPG or PNG file, with the title, medium (i.e., oil on canvas, charcoal on paper), and dimensions for each entry within their respective JPG or PNG file.

**Music submissions** should include an audio file, along with any accompanying lyrics or notes in a Microsoft Word document.

Submitted pieces go through a blind voting process— no one on the staff knows the identities attached to the pieces to make certain no voting bias takes place.