

Waynessence Submission Form

Waynessence is published for the campus community to provide an audience for aspiring writers and visual artists. **All rights to the writing and artwork presented in Waynessence are retained by the authors/artists.**

Name _____
Please print

Title of Poem, Essay, Story, Art Work, or Photography: _____

Brief Biography of Writer or Artist. Please keep this to one or two sentences--for example: "Jo Jones of Orrville is a heavy equipment operator and mother of three, majoring in nursing."

The work I have submitted to Waynessence is original, and the magazine has my permission to publish it, which may include Web site, promotional, and/or fundraising materials.

Signature

Date

Address

Check here if e-mail address may be published in Waynessence.

Telephone Number (for staff to contact you)

E-mail address (for readers to contact you)

- **Please staple this sheet to your written submission. Submit artwork and photos in both color and black and white, when possible. Artwork and photos will automatically be considered for a cover-contest award, when applicable. Poetry will automatically be considered for Editor's Choice Award, when applicable.**
- In an effort to assure that the physical characteristics of written submissions (that are sometimes elemental to the author's intent) remain true to the format in which they were submitted, **all written works must be submitted electronically in Microsoft Word either by e-mail, disk or memory key. (The only exception to this would be written submissions intended as "word art," which should be scanned and submitted electronically as a JPEG file.)**
- **If electronic submission presents an extreme hardship, you may contact a member of the Waynessence Staff (or an advisor) at least two weeks before the deadline to have the work converted to an electronic format. However, no work will be considered submitted until the electronic version has been proofed and submitted by the author.**

Photography Release Form for Individuals Appearing in Waynessence Photos

I hereby grant Wayne College the right to use and publish the photograph listed below, in which I am included, for publication in Waynessence, electronic reproductions (Web sites), promotional, and/or fundraising materials. I hereby release the photographer and Wayne College from all claims and liability relating to said photograph.

Printed Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Photographer's Name: _____

Title of Photo: _____

Signature: _____ Date: _____

(Signature of model or of parent or guardian if the model is a minor)

(over please for submission instructions)

Contributing Written Work to Waynessence. What's In It For You?

- (1) The *Waynessence* provides an audience for your work, and you become a visible member of the community of writers.
- (2) If you decide some day that you would like to write for publication, you will find that most editors want to see samples of your writing, to get an idea of your style. You can photocopy the page with your work and send it in. It may help you get assignments.
- (3) Submissions may be used by The University of Akron Wayne College, in part or in their entirety, for Web site, promotional and/or fundraising purposes with acknowledgement given to the creator of the work. **All other rights are retained by the author/artist.**

Mechanics of Submission

All entries, including art work, must be titled or the editors will assign a title.

Complete a *Waynessence* submission form on the opposite of this sheet for each submission.

Include a self-addressed stamped envelope if you want your copy returned. You can put your manuscript or art work in the *Waynessence* mail box outside the Business Office, deposit it at the Learning Center, or mail it in. Address: *Waynessence*, Wayne College, 1901 Smucker Rd., Orrville, Ohio 44667

In all written work, check for spelling, punctuation and grammar. If these are a weakness for you, the Learning Center staff can help. The *Waynessence* staff reserves the right to choose and edit written submissions and art and photography based on length, technical accuracy, and audience considerations.

Photography: Note date, model's name and parent's name--if it applies—address, and signature. Photos may be published in black and white. Please indicate the TOP of the photo on the back.

Art work: Must be camera ready. Art work may be published in black and white, maximum size **8 1/2 x 11**. Word Processing (A-134) can help you “reduce” your work. Indicate the TOP of the artwork on the back.

Essays and short stories: Must be submitted electronically along with a paper copy. Please keep your work under 2,000 words.

Poetry: May have the stanzas single-spaced, with double spaces between stanzas. If there are no separate stanzas, double space between lines for easier reading.

Electronic Submissions: All written works **MUST** be submitted electronically in Microsoft Word either by e-mail to waynessence@uakron.edu, on disk or memory key. (The only exception to this would be written submissions intended as “word art,” which should be scanned and submitted electronically as a JPEG file.) We will also need a signed submission form.

**Please limit submissions to a maximum of 3 of each genre
(3 poems, 3 stories, 3 essays, 3 photos, 3 drawings)**

Waynessence is a registered student organization at The University of Akron Wayne College.

Registration shall not be construed as approval, endorsement, or sponsorship by The University of Akron Wayne College of the student organization's publications, activities, purposes, actions, or positions.