



210 D. Vicker's Hall  
(985)549-2076  
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### SUBMISSION FORM

Please neatly print the following information:

Student's Name: \_\_\_\_\_ Student's W#: \_\_\_\_\_  
Southeastern Email: \_\_\_\_\_  
Genre: \_\_\_\_\_  
Title of Submission: \_\_\_\_\_  
Brief Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### RELEASE AUTHORIZATION

I have read and understand the submission guidelines included with this form, and I hereby give my permission to have the above-noted work published in *Manchac Review* and/or *Manchac Review Online*. I understand that all submission guidelines and release authorization information is applicable to all publication formats, such as in print and online. I hereby state that I am the sole creator of this submission and that no part of the work was taken from another source without proper documentation or accreditation. I further state that I am solely responsible for the content of the submission, that the views expressed therein are my own, and that the expressed views are not to be interpreted as the views of the administration, faculty, or student body of Southeastern Louisiana University (hereinafter, "the University") or of the Southeastern Writing Center. Additionally, I declare that this work has not been published elsewhere and is not currently subject to simultaneous submission elsewhere. I permit *Manchac Review* to use first rights of publication. I hereby consent to the use of this submission in any editorial and/or promotional material produced and/or published by *Manchac Review* and/or the University. This includes usage in commercial advertising and the Internet. I acknowledge that this submission complies with the University's student code of conduct\* (including, but not limited to, acts of violence, drug or alcohol use, abuse of property, etc.) and with all copyright laws. I hereby release the University and the Southeastern Writing Center of all associated legal responsibility, including claims based upon libelous content, misrepresentation, invasion of privacy, or copyright infringement. I certify that all names and events are fictitious (as applicable to the submission genre). Further, I authorize the Southeastern Writing Center to use the above-noted submission in documents prepared for the University or for advertising of those materials. Permission is granted to make changes or alterations and to use my name or a fictitious name in editorial works or advertising associated with the above-noted submission.

Please check if you are willing to read your work at an event hosted by the *Manchac Review*.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<u>STAFF USE ONLY</u>			
Status:	A-O	A-P	R
Editor Initials:	_____		
Contact Date:	_____		



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## About *Manchac Review*

*Manchac Review* is Southeastern Louisiana University's creative journal, published in both print and online formats. *Manchac Review Online* is an interactive experience including fiction, poetry, drama, art, music/lyrics, and video shorts. Submissions are accepted year round. If an edition is already at press, accepted submissions will be held until the next edition's publication.

Upon submission, all works are subject to peer review, with individual editors or instructors representing each genre, for quality, content, originality, and creativity. Students whose written works are conditionally accepted may be required to meet with an editor to discuss necessary revisions prior to publication.

## General Submission Guidelines:

- Students may submit as many works as they wish but not all may be accepted for publication.
- Multiple authors or artists working on an individual piece must each fill out separate forms.
- Submissions may include, but are not limited to: short stories, novel excerpts, vignettes, flash fiction, poetry, plays, screenplays, monologues, musical compositions, lyrics, films and videos, photography (including photos of ceramics and sculptures), line art, and prints. **Novels, novellas, book chapters, and reviews will not be accepted.**
- No work that has been previously published, distributed, or accepted for publication or distribution elsewhere shall be eligible for publication in *Manchac Review* or *Manchac Review Online*.
- All submission information and release authorization sections must be completed in their entirety.
- Work shall be submitted in the form of one hard copy and one electronic copy on a CD, DVD, or e-mail attachment, sent to the proper party (see the appropriate submission form for the specific address).
- Printed word materials should adhere to a 12-point, readable font and be double-spaced (unless artistic or structural needs call for otherwise).
- A copy of the code is available in the Writing Center (DVIC 210) and online at: [http://www.selu.edu/admin/stu\\_affairs/handbook/2007/2007\\_files/2007\\_74\\_127.pdf](http://www.selu.edu/admin/stu_affairs/handbook/2007/2007_files/2007_74_127.pdf).

PLEASE EMAIL ANY QUESTIONS TO:  
**MANCHACREVIEW@SELU.EDU**