

THE FALL LINE REVIEW HANDBOOK

Mission

The Fall Line Review is a literature and arts journal featuring the creative and collective consciousness of Macon State students, also including fine arts, photography, and (on the Web site) digital arts.

Disclaimer to be printed in the front pages of each issue of the journal:

The Fall Line Review Art & Literary Magazine of Macon State College is published annually in print format. The online edition is ongoing. The publication is funded through student activity fees and is free to all members of the Macon State College campus community.

All literary, artwork, and digital work are self-expressions of those who created them and are not intended to represent the ideas or views of *The Fall Line Review* staff or its advisers. They do not reflect the views of the Macon State College faculty, staff, administration, student body, or the Board of Regents of the University System of Georgia.

Artwork contained in the magazine or on the Web site is not intended to illustrate specifically any literary work or vice versa but may have been placed according to content.

The Fall Line Review is a literary arts journal featuring the creative and collective consciousness of Macon State College students. Submissions are accepted, reviewed and selected by the editors using the blind selection policy and reviewer rating system.

***The Fall Line Review* Staff**

The journal has two official editorial positions: Content Editor and Layout Editor. The duties of the editors include working with the magazine's faculty advisors to accomplish the following: coordinating a staff to create the upcoming annual issue; publicizing the submission deadline; soliciting submissions; reviewing, selecting, and editing submissions per college guidelines; publicizing the arrival of the magazine; and organizing poetry reading(s) to showcase work from the magazine.

The Content Editor should have strong English and grammar skills, strong creative writing ability in fiction or poetry, a dedication to literature, a willingness to work with faculty advisors, a commitment to deadlines, leadership skills, and (preferably) prior experience working with a student publication at the high school or college level.

The Layout Editor should be proficient with Adobe Illustrator, Photoshop and InDesign and be responsible for laying out the magazine, helping create or select the cover design, reviewing and correcting proofs, producing and publishing all publicity for the magazine, building and maintaining the Fall Line Review Web site content.

Additional editors may be selected by the Content Editor as s/he desires. This may range from Art Editors to specific content editors such as a Fiction Editor or Poetry Editor. These additional editors will assist the editorial staff with the Fall Line Review production and publicity.

Requirements for the paid editors include:

- Be enrolled at Macon State College for a minimum of 6 credit hours each semester (fall and spring)

- Maintain a cumulative grade point average (GPA) of 2.5.
- Have successfully exited all Learning Support requirements.
- Be willing to complete training as assigned, including the Macon State College Recognized Student Organization training session.
- Have strong communication skills and ability to motivate staff.
- Be computer literate and should be willing to learn more computer skills.
- Be willing to work closely with the faculty advisors and the Student Media Coordinator.

Editors should plan on being students at Macon State College from Fall to Spring semesters for the year of publication and can receive internship credit for their work with the journal.

- Understand that Dean of Students will be asked to provide information related to the candidate's disciplinary history

These two editors are chosen each year from applicants in a three-way decision between the two advisers and the current editor. The Assistant Editor is often selected as the next content editor, a practice which keeps a consistency of knowledge about how the journal works and rewards commitment, but anyone can apply for editorial positions through The Fall Line Review advisers or Student Media Coordinator. Letters of application for Editors outlining the candidates' strengths, especially as they relate to the list above, should be sent to The Fall Line Review advisers at: thefallinereview@gmail.com, kelly.whiddon@maconstate.edu, heather.braun@maconstate.edu, or to the Student Media Coordinator ray.lightner@maconstate.edu

Those applying for Content Editor should submit a cover letter indicating the editorship that the student is applying for as well as briefly outlining some of the student's best qualifications, a resume, and writing sample of either two poems and/or no more than five pages of a prose piece. Any additional photographic or artistic work is a plus. Those applying for Layout Editor should submit a resume and portfolio of artistic and graphic work. Please send to thefallinereview@gmail.com by Aug. 30 at 9 p.m.

All incoming editors must fill out the Editor's Statement of Understanding and Acceptance.

Editor's Statement of Understanding and Acceptance

Let it be known that _____ has been selected by *The Fall Line Review* faculty advisers the position of Content/Layout Editor of *The Fall Line Review*. The term of this appointment is from _____ to _____.

This position is advised in tandem with the Student Media Coordinator and the Faculty Advisers from the Humanities Division.

With the signing of this "Statement of Understanding and Acceptance," the person named above:

- Has read and agrees to abide by Macon State College Student Media Bylaws (<http://www.maconstate.edu/studentlife/studentmedia.aspx>) before the term of appointment begins.
- Has read and agrees to follow the position description for this position.
- Knows that attendance at meetings, retreats or training sessions may be required.

- Has read the established procedures for organizations receiving allocations from student activities fees.
- Will enforce all deadlines as established by faculty, staff and contracts.
- Clearly understands that Macon State College publications are published for all students and other segments of the College and not just a small group.
Understands that this position may come with a small stipend for volunteer participation in a student publication and is not considered an employment relationship by the U.S. Department of Labor. The successful applicant will receive a stipend of \$400, and cannot accept payment for doing the work designated for any other positions, whether filled or unfilled, without the prior consent of the Student Media Coordinator.
- Is expected to have read and to abide by the laws of libel, right of privacy, obscenity, and similar existing laws, as well as the current staff manual and Student Media Bylaws.

Signature: _____ Date: _____

Advisers

Advisers for *The Fall Line Review* are chosen ad hoc from the Macon State College Humanities faculty and must be willing to undertake the responsibility of guiding the editor to produce a journal that represents the best of Macon State College student creativity and that is published on time and within the allotted budget. Their contributions to the project include but are not limited to:

- 1) Assist current editors to select next year's Content Editor and Layout Editor;
- 2) Assist Content Editor in managing meetings with editorial staff;
- 3) Arrange for *The Fall Line Review* deadlines with current content editor;
- 4) Assist current editor in production and distribution of publicity advertising these deadlines;
- 5) Assist current editor to arrange for a Club Fair presence on both campuses;
- 6) Assist current editor to maintain *The Fall Line Review* listserv and website to keep students updated on *Fall Line* events;
- 7) Assist current editor and Student Media Coordinator in publication and distribution of *The Fall Line Review*;
- 8) Assist current editor and notify Student Media Coordinator with the details of release party dates, publicity, and arrangements;
- 9) Coordinate between student editors and Student Media Coordinator when necessary;
- 10) Be available to answer specific questions about poetic conventions and ethical concerns;
- 11) Be on hand for consultation regarding journal layout;
- 12) Assist with final editorial suggestions once selections have been made.

Budget and Expenditures

All budgetary items and expenditures will be authenticated, verified, and okayed by the Media Coordinator. All such expenditures must either be made by said coordinator or authorized by the Coordinator and receipts submitted for repayment with complete payment information. No contracts can be entered into or receipts paid without the express permission of the Student Media Coordinator.

***The Fall Line Review* accepts the following media:**

Poetry: blank verse, free verse, sonnets, dramatic monologues, haiku, tanka, and cinquains, etc. Please single-space poetry; however, if you have special formatting or errors that may get caught in the editing program, please indicate that with the words STET at the top of the copy.

Fiction: Due to space restraints, please limit stories to 2,000 words. All works must be typed and double-spaced, with a word-count included with submission.

Art: Formats include: digital photography, still photography, sculpture, sketches, water colors. We do accept pen, pencil, or ink drawings, however, please note that quality is sometimes lost in the reproduction of these pieces. We will not compromise the quality of the journal with pieces that do not print well. We are most interested in traditional media, generally being, but are not limited to, oils, acrylics, pen and ink, colored pencils, graphite, pastels, charcoal, watercolors, airbrush, and other non-electronic media. We will accept computer art and anime that is of outstanding caliber and will weigh it on its merits. We will accept Digital Art, Art colored or altered in Photoshop, or any other art program.

Vector Art: Line art created mostly in Illustrator. 3D Art: Art created using a 3D rendering program such as Maya, Lightwave or 3D Studio Max. However, digital art will be scrutinized with extra care for obvious reasons.

Multi-media: Digital storytelling, original music, Flash animation, film – which due to their very nature cannot be included in the print version. Selected submissions will be included in the online version.

Submitting work

- Any student who has been enrolled at Macon State College in the current or previous two semesters is eligible to submit work. Student status will be verified before work is run. Faculty advisers will work with the Student Media Coordinator to confirm eligibility.
- There is no payment for those whose work is accepted for *The Fall Line Review*.
- All submissions should be submitted electronically to thefalllinereview@gmail.com. Submissions should be typed, double-spaced, with the author's name and title of the work at the top right of every page. Multi-paged work should also be numbered. Only submissions in English will be accepted.
- Please remember that it takes dedication to our journal to keep *The Fall Line Review* a viable part of the continuation of free speech and creativity at Macon State College. We will not censor, but material that is offensive to the race, religion, sexual orientation, or gender of others will not be published.
- We expect that the work submitted is fully edited, free from mistakes, and in its final version. No revisions will be accepted except those initiated by the Content Editor.
- Two submissions in each medium per reading period are accepted. Please submit all work in one e-mail with the following form for the subject line: *The Fall Line Review* poetry submission: [your name] at: thefalllinereview@gmail.com. OR paper submissions of poetry or prose may be turned into the mailbox of either Dr. Heather Braun or Dr. Kelly Whiddon; please place the submission in an envelope, and on the outside of the envelope, write your name, contact number, e-mail address, and the date. Please seal the envelope.
- All artwork and photographs need to be shot at 300 resolution. Please send files as

JPEG, GIFs, or PNGs. Your file size should not be over 500kb, and anything over 1mb in size will be deleted automatically due to internal systems settings. Please note that we may resize your artwork to fit our space constraints or print a color work in black and white due to cost constraints.

- Please contact *The Fall Line Review* staff to assist with the shooting of your artwork. Submissions should include the following: Artist's Name, Artwork Title, Medium, and Brief Description of Artwork. If you have a Web site displaying your art or photography and wish to have it considered for publication, please send a link in an e-mail with the following subject line: *The Fall Line Review* art submission. Please indicate by title which work(s) you would like for us to consider. Unsolicited attachments of artwork or photography will be deleted. *The Fall Line Review* accepts drawings, paintings, collages, black and white photographs, color photographs, digital photographs, photo-collages, and photographs of sculpture, ceramics, or pottery. Applicants in these formats may have to bring the actual artwork for reshooting if that is required. Due to printing problems with low-resolution work, please do not submit photographs taken via cell phone.
- **Also accepted Multi-media:** Digital storytelling, original music, Flash animation, film – which due to their very nature cannot be included in the print version. Selected submissions will be included in the online version. These also have to follow the same guidelines.
- Submissions are anonymous for review. The entire *Fall Line Review* Editorial Board rates each piece. **NO SINGLE INDIVIDUAL HAS VETO POWER ON THE BOARD.** The pieces with the highest rankings/scores per reviewer are gathered and re-ranked by the Board. This process takes place several times until the desired number of submissions for printing specifications occurs.

Manuscripts not accepted for publication will not be returned. We are not responsible for lost or damaged submissions (please do not send originals). All of the acquisitions, editing, and production work will be done by members of *The Fall Line Review* Editorial Board, with some reviewing assistance, when requested, from faculty advisers.

Notice of publication

Applicants will be notified via e-mail prior to the release parties if a submission has been accepted or rejected. There is no payment for those whose work is accepted for *The Fall Line Review*, but each writer, artist, and staff member receives a complimentary copy and is free to take additional copies (maximum of five per person). A release party will be held near the end of the spring semester. Advance copies are not available.

Rights & Privileges

By submitting your work, you affirm that you are the SOLE author or artist, and you maintain ALL rights for your work. If your work is accepted for publication, *The Fall Line Review* Literary Journal retains an exclusive use of electronic rights (the right to publish and reproduce your material online) for a period of time equal to one publication cycle or at the discretion of the

Editorial Board. *The Fall Line Review* also retains electronic archival rights (the entire issue in which your work appears will be stored in electronic form for public inspection after original publication), and the (non-exclusive) right to reprint the piece once in print or electronic format (CD), should we produce a print or CD anthology in the future.

We also retain the right to re-size the images selected to fit design format. You will also retain copyright and the right to be acknowledged as the moral author or artist of your work. By submitting material to *The Fall Line Review*, you affirm that you have read and agree to all our submission guidelines. Guidelines and rights are subject to change without notice. *The Fall Line Review* reserves the right to discard without notice those submissions that do not follow our guidelines.

Authors/artists assert the works are their own original works when submitted to *The Fall Line Review*. In the case of previously published work, authors/artists agree that they own reprint rights to the work (including following any time lengths specified by the original publication; for example, if the original publication asks for exclusive rights for six months, do not submit previously published work before then). Authors/artists agree that if work is subsequently determined to be the copyrighted work of another individual or a derivative of copyrighted work by another individual, then the author/artist in violation of copyright will be liable for any and all penalties under law and/or copyright convention; authors/artists agree that *The Fall Line Review*, anyone on the staff of *The Fall Line Review*, and the Web host of *The Fall Line Review* will not be held liable.