

## ARTIST SUBMISSION GUIDELINES

### General Requirements and Procedure

- You must be 18 years of age or older.
- We accept only material that has not been previously published. Copyright remains with the creator.
- There is a required submission fee of \$10 per person.
- If you wish to submit both written work and visual art, there is a separate \$10 fee for each category.
- We will send you an email to confirm receipt of your submission.

### Guidelines for Artists

- Visual artists may submit up to 4 entries.
- Artwork must be an original creation by the artist.
- Files must be in a JPG or JPEG format.
- Images with a landscape orientation must be at least 1200 pixels wide. Images with a portrait orientation must be at least 1800 pixels tall.
- For files that are emailed, be sure to send the file in the largest possible size.
- Images should be publication ready.
- Every entry must have a unique title.
- File names should be in the following format: Artist's last name, Artist's first initial – Title of Work. Example: [Doe, J – Sunflower.jpg]
- For artwork other than digital or film photography, we require the dimensions of the piece. This should be for the artwork itself without any framing. Dimensions should be given in inches, rounded to the nearest inch.
- No changes to the contributor biography will be accepted after submission unless revisions are requested by the editors.
- Artwork can be submitted in one of three ways: 1) by uploading files in the online submission process, 2) by attending an *East on Central* sponsored photo shoot to have your artwork professionally photographed, or 3) by emailing files to us at [info@eastoncentral.org](mailto:info@eastoncentral.org). We strongly prefer that you upload files or attend our photo shoot.

### Photo Shoot

East on Central will be offering the services of a professional photographer to photograph your artwork. This will take place at the Art Center in Highland Park and there will be a fee of \$40 for the service, payable at the time of the event. The photo shoot will be offered on Wed 1/31/2024 and Tue 2/20/2024, starting at 6:30 pm. If you wish to go this route, please complete the online

submission prior to the photo shoot. You will be contacted in January or early February 2024 to set up an appointment for the photo shoot.

## **Collaborations**

In the case of work submitted by a writer and a visual artist together as a collaboration, writers and artists need to submit their work separately, indicating that the piece is part of a collaboration. The work will be judged by both literary and visual art committees and must be accepted by both, unless either contributor indicates publication of his/her individual part of the collaboration alone is acceptable. The editors may choose to not accept all of the collaborative pieces.

## **Acceptance and Publication**

You will be contacted once our decisions have been made. Please do not contact us to ask about the status of your submission. Entries are due by February 29, 2024; publication will be in the fall of 2024.