



Claro Submission Requirements

Claro is RRCC's Interdisciplinary Scholarly Journal. Each Spring, Claro publishes work from the previous Spring, Summer & Fall. The submission deadline for each year's issue is January 30. Our panel of editors may request that certain edits be implemented as a condition of publication.

Two submission categories are available: **Undergraduate Research** and **Academic Creative Work**

To Our Instructors

All student submissions to Claro need to have a faculty sponsor. Once a student submits, you will receive a request for sponsorship email. This is a verification that the work originated in your class or project and you agree to sponsor the piece.

Encourage students to submit publication-worthy projects immediately, or they may not be received in time to be considered. When sponsoring work, make sure the student is prepared to follow the submission guidelines (and that their formatting is appropriate for their discipline/genre). *Undergraduate research*: When reviewing submissions, look for pieces that identify and meet a specific goal, sufficiently addressing a question and generating results that are meaningful both to the specific field of study and to a larger audience. The piece's content should exhibit originality as well as practice sound research methods pertinent to the issue at hand. *Creative Work*: look for pieces that identify and meet a specific goal with a central idea outlined in the artist or author statement. The piece's content should take risks and push the reader to think differently while demonstrating a mastery of style with a distinctive voice.

To Our Students

If you are interested in submitting an assignment, please contact your instructor or advisor, a piece submitted to Claro needs your instructor's sponsorship.

Submissions must come from your coursework or an RRCC related internship or research project.

Text Requirements

Mandatory:

Maximum word limit 7500, not including references or footnotes.

Any text must be 12-point, Times New Roman. (Some assignments may be exempt if the font is integral to the design, but it MUST still be editable—see below.)

All text must be editable.

Do not submit images of charts, tables, or content. We MUST be able to edit and format submitted work. For text that is accompanied by graphics, we may ask that you send those files unembedded from within your document.

Submit text documents as Word documents (.doc, .docx) or rich-text files (.rtf).

If the project is a compendium or multi-modal, submit a copy of the completed project AND the separate, individual pieces.

Proof everything. Twice.

Image Requirements

Mandatory:

300 dpi is **STRONGLY** encouraged, but if the image is unavailable in 300 dpi, include the highest quality and largest size available.

If you used a photo-manipulation program and the image has text layers, include a file with the image flattened and the non-image text in a layer(s) for editing.

Crop images where necessary (especially with scans).

Preferred:

If possible, submit images as TIFFs or PNGs.

Aim for high-quality images with clear details. If text in the image must be read, make sure it is legible.

Keep in mind Claro does not print in color. Color versions will be available only online.

Citation Requirements

Mandatory:

MUST be in current MLA, APA, or Chicago style.

ALL referenced works must be included in the citations, including images.

A list of hyperlinks to references does NOT count as proper citation.

If you removed portions of your original work when preparing it for submission, make sure to remove citations that are no longer in your piece.

Help Preparing for Submission

Help preparing work for submission is available on campus, either from the Writing Center (<http://www.rccc.edu/writing-center>) or the Editor, Barbra Sobhani (claro@rccc.edu).