

Submission Guidelines

Each Spring, *Claro* publishes work from the previous Spring, Summer & Fall. The submission deadline for each year's issue is January 30.

**To Our Instructors**

All student submissions to *Claro* need to have a faculty sponsor.

* Encourage students to submit publication-worthy projects immediately, or they may not be received in time to be considered.
* Once a student submits, you will receive a request for sponsorship email. This is a verification that the work originated in your class and you agree to sponsor the piece.
* When submitting work, make sure the student is prepared to follow the submission guidelines (and that their formatting is appropriate for their discipline/genre).

**To Our Students**

If you are interested in submitting an assignment, please

contact your instructor. A piece submitted to *Claro* needs your instructor's sponsorship.

* Submissions must come from your coursework.

**Text Requirements**

Mandatory:

* 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.
* 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.rrcc.edu/writing-center>) or the Editor, Barbra Sobhani ([claro@rrcc.edu](mailto:claro@rrcc.edu)).