Writing Submission Requirements
Poetry, Fiction, Creative Nonfiction, Book Reviews

1. Short fiction, creative nonfiction, and book review submissions should not exceed 2,000 words. Poetry submissions should be no longer than 50 lines in length.
2. Writing submissions must be electronically submitted as .doc, .docx, or .rtf files.
3. Writing submissions must be formatted using 12 pt. Times New Roman.
4. Single-space all writing submissions.
5. The title of each artwork submission and author's name, address, telephone number, email address, and brief bio that includes (if applicable) your degree/diploma program at RichmondCC as well as future academic/professional plans for the future must be included on a cover letter with the submission. The cover letter should also include acknowledgement that, "I have read the editorial policy and accept the terms outlined within."
6. The author's name must not appear anywhere on the submission itself.
7. The title of each work should appear on the submission itself.
8. Writing submissions should be labeled as poetry, fiction, creative nonfiction, or book review.
9. Simultaneous writing submissions are acceptable, but please notify *Torch* immediately upon acceptance elsewhere.
10. Previously unpublished submissions only.

Artwork Submission Requirements
Prints, Photographs, Digital Media, Illustrations, Paintings

1. Submit no more than four artwork submissions.
2. All artwork submissions must be submitted electronically as .jpg, .jpeg, or .png files with a target dpi of 300 and a minimum image width of 4 inches.
3. The title of each artwork submission and author's name, address, telephone number, email address, and brief bio that includes (if applicable) your degree/diploma program at RichmondCC as well as future academic/professional plans for the future must be included on a cover letter with the submission. The cover letter should also include acknowledgement that, "I have read the editorial policy and accept the terms outlined within."
4. The artist's name must not appear anywhere on the submission itself.
5. Entries should be labeled according to their type. Photographs should be labeled 2-D Visual Art.
6. Simultaneous writing submissions are acceptable, but please notify *Torch* immediately upon acceptance elsewhere.
7. Previously unpublished submissions only.

Editorial Policy

All submissions should be original. Submissions signed "Anonymous" will not be considered for publication. Send reproductions of your work only as *Torch* staff is not responsible for lost or misplaced submissions. Submissions that do not adhere to all of the submission guidelines will not be considered for publication. Untitled submissions selected for publication will be given a title. Editors reserve the right to edit all writing submissions.

By submitting to *Torch,* you are verifying that you are the sole author/artist of the submitted work. If accepted, you grant *Torch* First Serial Rights and the non-exclusive right to keep your work archived online. After publication, all rights revert to the author/artist. If your work is subsequently published elsewhere, you agree to credit *Torch* as the original publisher.

Email questions or concerns to torchmagazine@richmondcc.edu.