

Journal of BMC Studies - Online Submission Guide

Thank you for your submission to this issue of the *Journal of Black Mountain College Studies*! In this document, you will find information on how to properly format your document for submission to our online journal. In the spirit of Black Mountain College, we expect that some submissions may fall outside of these bounds. If you have any questions, please contact Production Editor Kate Averett at kate@blackmountaincollege.org.

Please locate the category which best describes your submission below and follow these guidelines before submitting your final document. **All of the following steps should be taken after the editorial process is complete.** Please send final, formatted submissions to journalbmcstudies@gmail.com.

Standards for all submissions:

Bios and artist statements must be submitted in a **Word or Google Doc** (.doc / .docx), separate from your submissions. Please do **not** send as text in an email or as a .pages or .txt document.

All submissions must use Arial at 12 point font size. Please utilize endnotes, rather than footnotes.

Please title your file for submission: [Last name]_JBMCS_volume[#]_final.pdf / .docx

Example: Smith_JBMCS_volume10_final.pdf

Example: Smith_JBMCS_volume10_final.docx

Please see the next page for formatting guidelines.

Additional Standards by Category:

- **Essays with or without images in text** ([Example](#))
 - **Submit as a Word / Google Doc (.doc / .docx)**
 - Please include page numbers and a title page or header with your full name.
 - Please submit a folder with all of your images and include their order in the titles. Captions should be listed in the document to indicate placement.
 - Please submit your bio and/or statement as a separate Word / Google Doc (.doc / .docx)

- **Concrete poetry / photography / artworks / zines** ([Example](#))
 - If your submission consists of only images, or your text is formatted in a specific manner, please submit your images in the form of **one PDF** document that combines *all* images / pages.
 - Your name and the title of your submission should be included on the first page of your PDF.
 - Ensure that your images are not condensed and that they are high resolution (over 300 dpi). Can you zoom in without losing image quality? If not, please use higher resolution images.
 - This will likely result in a larger file size, please do your best to keep image quality high but file size under 15MB. You may choose to submit via the free service [WeTransfer](#) for files larger than 2MB.
 - Ensure all images are facing the correct direction (landscape or portrait will work).
 - Your artist statement will be submitted separately as a Word / Google Doc (.doc / .docx).

- **Video**
 - Please submit your video via URL (Vimeo or Youtube) or as a .mp4 or .mov file **under 50MB** via the free service [WeTransfer](#). All title cards, credits, edits etc. must be added prior to submission, we will not provide video editing services.