

## Fall Line Review Guidelines

Supplement to Student Media Bylaws and the Student Media Handbook

1. The Editor shall be selected by the faculty advisors in consultation with the Student Media Coordinator.
2. Advertisement for the position of editor shall be posted well in advance of deadlines (for at least 10 business days when the College is in session) and shall go out on the student listserv as managed by the Student Life Office.
3. The Editor shall follow all guidelines defined by the Student Media Bylaws and the Student Media Handbook, including those that define credit hours, semester of matriculation, status as a student without holds, etc.
4. The office of the *Fall Line Review* is located in the Arts 232.
5. The Editor shall work with the faculty advisors to produce, in spring semester, a literary and arts magazine composed solely of student work.
6. The editorial staff shall commit itself to publishing a high quality magazine that represents the best literary and artist work of a diverse student body.
7. The selection of content is based upon the judgment of the Editor/student editors, a process that shall be free of censor by University officials.
8. All magazine expenditures shall be made by the Student Media Coordinator in consultation with the faculty advisor.
9. The magazine staff shall be composed of students selected by the Editor in consultation with the faculty advisors.
10. Advertisements for student submissions shall be posted well in advance of deadlines and shall go out on the student listserv as managed by the Student Life Office.
11. Submissions must be turned in on time, following all specifications noted on Calls for Submission, although the magazine staff is encouraged to consider the work of all students whose submissions arrive in a reasonable time.
12. All submissions shall be reviewed carefully and shall be logged upon submission.
13. Inclusion for publication shall be based solely on artistic merit, as space permits.
14. All student submissions shall be acknowledged and a decision whether to publish shall be communicated to each student via student email.
15. The decisions of the editors shall be considered final.
16. It is common for the creative work of the Editor to be included in a literary magazine, but in the case of the FLR such inclusion shall not exclude other student work deemed equally worthy of publication.
17. Student editors shall consult faculty advisors about the inclusion of their own creative work.
18. Upon publication, the magazine shall be distributed on all campuses.