



**OUTSTANDING LITERARY ARTS JOURNAL AWARDS**  
**(for journals published during the fall 2015 – spring 2016 academic year)**

**WORKSHEET**

Complete this two-page worksheet if you are applying for the Outstanding Literary Arts Journal Award. Submit seven (7) copies of this form with seven copies each of all supporting documents. (Note: Print journal copies are preferred but PDF files of the journal will be accepted in lieu of hard copy.) Please organize your materials so that they can be sent readily to the separate committee members. No materials will be returned. **Previous winners cannot apply in consecutive years.**

**Name of Publication** \_\_\_\_\_

**Identification of School**

School Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State and ZIP \_\_\_\_\_

**Identification of Chapter**

Chapter Name \_\_\_\_\_

Sponsor(s) Name(s) (If more than one, please list all.)

\_\_\_\_\_  
Name Phone Email

\_\_\_\_\_  
Name Phone Email

**Date journal and supporting data sent** \_\_\_\_\_

The application should be completed and postmarked no later than **November 7**.

**Publication guidelines** \_\_\_\_\_

Did you follow the publication guidelines of your college or university? If so, provide a copy or summarize them.

**Required statement in the journal concerning chapter involvement.**

Does the journal contain a statement that clearly describes the involvement of your chapter in the production of the journal? Reproduce the statement here.

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### **How involved were your ΣΤΔ chapter members in producing the journal?**

For each of the following five areas provide explanation/description of approximately 1-3 sentences per area. Provide supporting documentation where relevant, such as copies of flyer for call for submission; your acceptance/rejection letters.

➤ **soliciting manuscripts**

➤ **judging manuscripts**

➤ **accepting and rejecting manuscripts**

➤ **editing and publishing the manuscripts**

➤ **other matters pertaining to the creation, publication, and distribution of the manual**

### **Send publications to:**

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Outstanding Literary Arts Journal Awards  
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Northern Illinois University  
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