

**SUBMIT TO SERVICE-LEARNING PROFESSOR for whom the work was written**

**Submission Information**

Please **neatly print** the following information:

Student's Name: \_\_\_\_\_ Student's Email: \_\_\_\_\_

Student's Major: \_\_\_\_\_ Classification: **FR SO JR SR GR** Student's W#: \_\_\_\_\_

Course the work was created for: \_\_\_\_\_ Instructor: \_\_\_\_\_

Brief Description of Assignment: \_\_\_\_\_

Type of Assignment: \_\_\_\_\_

(i.e. Reflection Paper, Oral History)

**Release Authorization**

I have read and understand the submission guidelines included with this form, and I hereby give my permission to have the above-noted work published in *The Pick* and/or on *The Pick* website. I hereby state that I am the sole creator of this submission and that no part of the work was taken from another source without proper documentation. I further state that I am solely responsible for the content of the submission, that the views expressed therein are my own, and that the expressed views are not to be interpreted as the views of the administration, faculty, or student body of Southeastern Louisiana University (hereinafter, "the University") or of the Southeastern Writing Center. Additionally, I declare that this work has not been published elsewhere, and I understand that submissions may be submitted to Turnitin.com and, therefore, may become a permanent part of their source database. I hereby release the University and the Southeastern Writing Center of all associated legal responsibility, including claims based upon libelous content, misrepresentation, invasion of privacy, or copyright infringement. Further, I authorize Houghton Mifflin Company and/or its assignees or licensees to use the above-noted submission in documents prepared for the University or for advertising of those materials. Permission is granted to make changes or alterations and to use my name or a fictitious name in editorial works or advertising associated with the above-noted submission. I also agree to adhere to the University's student code of conduct, as detailed at [http://www.selu.edu/admin/stu\\_affairs/handbook/2007/2007\\_files/2007\\_74\\_127.pdf](http://www.selu.edu/admin/stu_affairs/handbook/2007/2007_files/2007_74_127.pdf).

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_ Title of Submission \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

- Please check this box if you **DO NOT** agree to have your work published electronically.
- Check this box to indicate you wish for your piece to be published anonymously.

**About *The Pick***

To be considered for publication in *The Pick*, Service-Learning works must be submitted directly to the Service-Learning Professor for whom the work was written; the professor then will recommend certain pieces for publication by submitting those works on behalf of his students directly to *The Pick* editorial board for further review. All submissions must have been created originally in fulfillment of a Southeastern course assignment and be accompanied by proper submission documentation and release forms. *The Pick* takes submissions year round. An edition is to be published each semester; however, students and faculty may submit work at any time during the semester. If an edition is already at press, then submissions will be held until the next edition.

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Upon submission, all works are subject to an anonymous, peer-review process, wherein the editorial board is looking for quality, content, organization, and creativity. Students whose written works are conditionally accepted shall be required to meet with a member of the editorial board to discuss necessary revision prior to publication.

**STUDENTS**

- Students may submit as many works as they wish; however, only one work per students will be published in each issue.
- No work that has been previously published or accepted for publication elsewhere shall be eligible for publication in *The Pick*.
- All submissions must have been created originally in fulfillment of a Southeastern course assignment.
- The Submission Information, Release Authorization, and Instructor Comments sections must be completed in their entirety.
- Work shall be submitted in the form of one hard copy and one electronic copy (CD or DVD).
- Written works must be in proper MLA or APA format.
- If non-academic sources are used (i.e. Wikipedia), students may be asked to find alternate sources.
- Papers must be no longer than 15 pages typed, double spaced with a 12pt font.
- Students are encouraged to meet with a Writing Center consultant to discuss their work prior to submission.
- Students whose works are preliminarily accepted will be asked to meet with a member of the editorial staff to discuss suggested revisions to their works.

**INSTRUCTORS**

- Complete the instructor portion of the form.

**All submissions shall be made directly to your SERVICE-LEARNING PROFESSOR.**

**Submissions must be in the form of one hard copy and one electronic copy.**

**Please complete the form in its entirety!**

<b>For Writing Center Use Only</b> Date & Time of Appointment: _____    Consultant: _____
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