



Exigence

How to Submit to *Exigence*

Submit your work on <http://commons.vccs.edu/exigence/> by **Friday, April 15**. In order to facilitate the publication process, all submissions must be a Microsoft Word or Rich Text Format file attachment. You will need to register an account on the Web site to submit your work. To be considered for publication, each submission must include the author's name and the name of the author's VCCS institution and home campus.

How to Contribute Your Submission

Before you begin

1. Please be sure you have the following items:
 - Article Title
 - An abstract (separate from the article body)
 - Keywords for your article (optional)
 - Article in Microsoft Word or RTF format
2. Please do not include title page, abstract, or page numbers in your document submission. These will be provided by the system.

To submit your article:

- Visit the [Submit Article page](#) on the *Exigence* website
- Create your personal Digital Commons account and log in
- Follow the instructions to submit your material to *Exigence*
- You will receive an email confirming your submission.

No part of the submission is final until all steps have been completed and you click the final Submit button.

The review process begins as soon as *Exigence* receives a readable article, along with the abstract and article title.

You may revise any element of your submission later, simply log in to your [Digital Commons](#) account and click the submitted article's title on your **My Account** page.

Any questions regarding submission can be directed to exigence@vccs.edu.