

# SUBMISSION GUIDELINES

HOW TO TYPE & SUBMIT YOUR PIECE

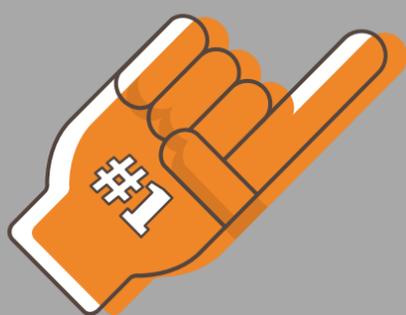
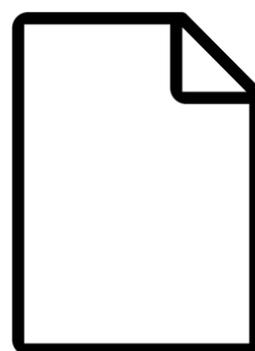


## 1.) TYPE THE MANUSCRIPT IN THE CORRECT FORMAT.

Each manuscript should be typed on 8 1/2" x 11" paper using 12-point Times New Roman font. Neither bold nor italics may be used for the general text but both are permitted for effect or emphasis within the context of the piece.

## 2.) INSERT PAGE NUMBERS WITHOUT NAMES.

Each entry should have the pages numbered without a name next to the page number. The school's name should NOT be identified in the work.

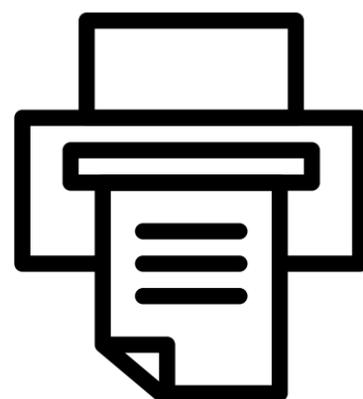


## 3.) TITLE THE FIRST PAGE ONLY.

The title must be included on the first page of the manuscript.

## 4.) PRINT FOUR COPIES.

Four copies of each manuscript must be submitted or it will not be considered. If the manuscript has multiple pages, staple pages together for each copy.



## 5.) CREATE AND ATTACH ONE COVER PAGE.

The cover page should have the contestant's name and school, category, division, and the manuscript title. One one cover page is necessary for the submission. Paper clip the ONE cover page to all four copies.

**PLEASE SEE YOUR COORDINATOR FOR THE DEADLINE.**

Postmark deadline is Friday, March 9, 2018.