

2010 Scholastic Writing Awards Contest

Manuscript Formatting for Individual and Portfolio Submissions

Student Instructions for Preparing Manuscripts for Submission:

Following are the requirements for Writing Submissions:

- **LENGTH:** See Writing Individual Categories: Descriptions and Special Instructions for details.
- **PRINTING AND FONT:** All submissions must be printed in black ink in either Arial 12 pt. or Times New Roman 12 pt.
- **MARGINS:** 1" on top, bottom, left and right (except for poetry).
- **SPACING:** Double-spaced (except for poetry) and single-sided on 8.5"x11" white paper.
- **TITLES:** Titles of each work should appear at the top of the first page only. Do not use a separate title page. Poems should be titled individually.
- **NO STUDENT NAME:** The student's name and/or the school name must NOT appear anywhere on the manuscript itself. Names are only indicated on the submission form.
- **NO ACCOMPANYING IMAGES:** Do not include illustrations, photographs or graphics.
- **SUBMISSION FORMS:** Attach two copies of the submission form, which must be stapled to the writing in the upper left corner. Do not bind or enclose in a folder.
Longer submissions should be stapled with an industrial stapler, which can be found in a local or school library, a photocopy center or office supply store.
- **SIGNATURES:** Obtain required signatures from a teacher and parent/guardian on the submission forms. Students, teachers and parents/guardians should carefully review the Authorship and Plagiarism and Copyright Release sections. By signing, students, teachers and parents/guardians agree to the terms presented in the Authorship and Plagiarism and Copyright Release sections. Parent signatures are not required if the student is over 18 years old.

Additional Portfolio Requirements:

In addition to the above, seniors submitting Portfolios must include:

- **PORTFOLIO OF THREE TO EIGHT WORKS:** Must include three to eight manuscripts.
- **STATEMENT OF PURPOSE:** No more than 500 words focusing on why works were chosen for inclusion and addressing the author's approach to writing.
- **TABLE OF CONTENTS:** Listing the title and category of each piece.
- **SEALED LETTER OF RECOMMENDATION (OPTIONAL):** The National Office does not require a letter of recommendation. You may require one – please include this instruction on your submission guidelines top sheet.

A Final Writing Submission Includes:

- A printed manuscript that conforms to the formatting requirements above
- Two copies of completed and signed submission forms stapled in the upper left hand corner
- All of the above must be included in a 9"x12" manila envelope.