

GUIDELINES FOR WRITING AWARD SUBMISSION—FOR THE STUDENT

- Submit two copies of your manuscript. Be sure copies are clear and readable, and free of any instructor corrections or comments.
- Research papers should follow standard MLA guidelines.
- Entries should be typed, double-spaced, error-free, and in a readable 12 point font. Poems may be single-spaced, one poem per page.
- Your name and your instructor's name should not appear on the manuscript. Instead, please make a cover sheet, which will include the following information: your name, your instructor's name, name and number of the class, title of manuscript, your address, zip code, phone number, email address (if you have one), and social security number.
- The title should appear on both the cover sheet and page one of the manuscript.
- Staple each manuscript copy. Do not use folders or binders.
- Once your manuscript is ready (and you've made two copies), give it to your instructor to turn in for you.
- The contest is judged at the end of January. If you anticipate moving before the contest is judged, please give your instructor a way to reach you.

Thank you for taking part in the English Writing Awards Contest! We wish you the best of luck!

Cover Sheet for Writing Awards Entries [Instructors: Please attach a cover sheet to each of the two copies of the student's work.]

Title of piece: _____

Instructor: _____

Class: _____

Name: _____

Address: _____

Phone #: _____

Email: _____

Soc. Sec. # or student #: _____