

## Student Writing Competition Checklist for Submission

\_\_\_ 1. Has this manuscript been previously published anywhere, including online or in social media (including if you posted it)? If so, it is not eligible for submission.

\_\_\_ 2. Has this manuscript won any award in any category in a previous TMW contest? If so, it is not eligible for submission.

\_\_\_ 3. Have you checked to be sure your manuscript does not exceed the accepted word or page limit for your category?

### **Now that we have determined your piece is eligible, let's consider the entry itself.**

\_\_\_ 4. Is your entry formatted in Microsoft Word, Times New Roman, 12-point font?

\_\_\_ 5. Does your entry piece have a title? If not, please title it. Titles are necessary for identifying winners, as pieces are judged blindly (the judges do not know who the writers are).

\_\_\_ 6. Does your name appear ANYWHERE on the entry piece itself? If so, please remove it. Submissions are judged blindly.

\_\_\_ 7. Is the first page of your entry a cover page that includes all required information? If not, please make a cover page that includes the information below. The cover page will be removed and filed by the contests committee so that your piece can be judged blindly.

\_\_\_ The title of your piece

\_\_\_ Your full name

\_\_\_ Your high school

\_\_\_ Your grade (9-12)

\_\_\_ Your writing teacher's name

\_\_\_ The category in which this piece is being submitted (Student Poetry or Student Prose)

\_\_\_ Your email address

\_\_\_ Your phone number (preferably a cell phone that can receive texts)

\_\_\_ Your mailing address with zip code