

Joyce A. McDonald Writing Competition Submission Checklist

___ 1. Has this manuscript been previously published anywhere, including online? 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. Did you win first place in this category of this contest last year? If so, it is not eligible for submission.

___ 4. Have you ever been a workshop/specialty session leader for TMW in the category in which you are submitting? If so, you are not eligible to submit in this category.

___ 5. 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.

___ 6. Is your entry formatted in Microsoft Word, Times New Roman, 12-point font?

___ 7. Does your entry piece have a title? If not, please title it. Titles are necessary for identifying winners, since pieces are judged blindly (the judges do not know who the writers are).

___ 8. Does your name appear ANYWHERE on the entry piece itself? If so, please remove it. Submissions are judged blindly.

___ 9. 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.

If you are submitting to Poetry, one cover page with the titles of up to three poems is fine. If you are submitting a second Poetry entry of up to three poems, please create a separate document with its own cover page.

If you are submitting to Fiction, please write "Novel excerpt" or "Short story" beneath your title on both the cover page and the piece itself.

___ The title of your piece

___ Your full name

___ The category in which this piece is being submitted

___ Your email address

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

___ Your mailing address with zip code