



2009 Writing Contest Guidelines and Entry Forms

CASH AWARDS

Prizes for all WRITING categories are:

First Place \$100, Second Place \$75, Third Place \$50 and Honorable Mention \$25.00. Judges may, at their option, award up to ten percent of entries an Honorable Mention. The WORDSMITH COVER PHOTO category: A single cash prize of \$50 will be awarded to the winning submission.

ENTRY CATEGORIES

Each contestant may enter any or all of the following categories:

- FICTION
- NON-FICTION
- SCIENCE FICTION/FANTASY
- NOVEL
- POETRY (Up to 72 lines may be entered per submission. See Rules, page two.)
- WORDSMITH COVER PHOTO

“UNPUBLISHED” REQUIREMENT

Entries must be **UNPUBLISHED** at the time of submission. Unpublished is defined as not having been commercially printed and circulated to more than fifty persons. Stories that you have previously entered in a TWA contest and won awards with or have been published in Wordsmith, or anywhere else, are not eligible for submission. **Editing a work you won with in a previous TWA writing contest does not make it eligible to be re-entered.**

CONTESTANT ELIGIBILITY

The contest is open to all adult writers (18 years and older).
Membership in the Tampa Writers Alliance **is not required** to enter.
Membership dues are \$35 per year. (Membership Application on page nine.)

DEADLINES

Entries will be accepted on and after June 1, 2009. All mailed entries must be postmarked by October 1, 2009. All other entries must be received by the Contest Coordinator no later than Wednesday, October 7, 2009. **NO LATE SUBMISSIONS** will be accepted.

Any submissions that do not fully comply with the official 2009 TWA Writing Contest Guidelines, Category requirements, and Entry Form will be disqualified and the entrant notified.

ENTRY FEES

There is no limit on the number of submissions a person may submit to any category. Entry fees for **TWA members** (dues paid as of the contest deadline) are **\$5.00 for each submission**. Entry Fees for **non-members** are **\$10.00 for each submission**. Judges evaluations are available for purchase @ \$15.00 per entry. (See page four.)

ENTRY FORMAT

For each entry, one completed Entry Form must be submitted along with **TWO** paper copies of the entry, stapled separately, and a single electronic copy. Each poem requires a completed Entry Form with title and line-count information. No paper copies or CDs will be returned. (Entry Form on page five.) Help with Word formatting is at www.sandrakischuk.com/toolbox.

HARD COPY (paper) FORMAT

All entries must be printed on one side of 8.5-inch x 11-inch white paper. All text must be black. Prose entries must be formatted with one-inch margins on all sides of the paper. A standard 12-point Courier or Times New Roman font must be used. Prose entries must be **double-spaced** (poems need not be double-spaced). Title, page number, and exact word count for the entire work must appear at the top of each page in a **header**, or the title, page number, and exact word count for the entire work at the top right of each page if headers are not used. The author's name **MUST NOT APPEAR** on the manuscript. (See prose sample on page three.)

ELECTRONIC COPY (disk) FORMAT

In addition to the paper copies specified, contestants **must also** submit electronic format by CD. Files must be accessible using Microsoft Word or WordPerfect. The file must be saved in **rich text format (rtf)**. Disks must be labeled with the contestant's name. Disks will not be returned.

MAXIMUM LENGTHS

FICTION, NON-FICTION, and SCIENCE FICTION/FANTASY entries **MAY NOT** exceed **2,500 words**. Entries longer than 2,500 words or not containing the **exact word count** (not including title) will be disqualified. Entries with approximate word count will be disqualified.

NOVEL entries may consist of **one or more chapters** with a combined exact word count that **MAY NOT** exceed 5,000 words and must be accompanied by a **two-page, double-spaced synopsis** (not part of the word count). Entries not meeting these criteria will be disqualified.

POETRY may not exceed **72 LINES** per submission (excluding title). Be aware that some printers may change format and cause you to end up with an extra line. Count them after printing. Submissions totaling more than 72 lines will be disqualified.

WORDSMITH COVER PHOTO

Color or black-and-white photos must be submitted in standard digital format (jpg or tiff works) on CD disk. Prints of photos are not required or desired. Resolution of the photo must be no less than 300 dpi at 8.5X11 size. This may require the photo to be five megabytes or greater in size to achieve. Should your photo not print in 300 dpi it will be disqualified. Contest entry form and entry fee must be included with each photograph.

PROPER ENTRY FORMAT *(Sample submission)*

(Top of page)

TITLE / PAGE #
Exact word count
(For Poetry entries, line count)

TITLE OF THE PIECE

Start the story at the top, not halfway down the page. Exclude the author's name, address, and phone number from the manuscript. Remember, the entry form is used for author identification.

Place the title and individual page number on every page in the header in the upper right-hand corner of the page. (The header option is under the "VIEW" tab in Microsoft Word.) Put the word or line count just below the title on the first page only.

All submissions should be in 12pt Courier or Times New Roman (the underlined examples are in 12 point). Format your paragraphs for a 0.5 inch first line indent. Do not skip lines between or format spacing before or after paragraphs.

The body text must be one inch from all four sides of the paper. The slug may be one-half inch from the top of the page. The right margin is what is known as "ragged right" and should not be justified. No flag, such as "more" or "continued," is needed at the bottom of the page to indicate that the article/story continues. The second page should look like the first page, except the body copy should start at the line where the title was on page one. When the article/story is finished, "The End" does not need to be used, although you may want to use a centered ### to indicate the end of the work.

Edit the article/story to be sure no typos, gaps in logic, or other errors are in the manuscript. It is essential that the text copied on the Compact Disc (CD) match your paper entries exactly. Staple the pages of your entry rather than paperclip them. Paperclip the entry form to two stapled copies of your entry. Follow all the rules laid out on the previous page to guarantee your entry is not disqualified.

CONFIRMATION OF ENTRY

Contestants wishing confirmation of entries must include a separate self-addressed stamped envelope containing a filled out Confirmation of Entry form. This only confirms that your entry has been received.

ANNUAL AWARDS BANQUET and NOTIFICATION OF AWARDS

Winners will be announced at the TWA Annual Awards Banquet to be held at the Golden Corral, 11801 N 56th Street, Tampa, Florida, Thursday, January 21, 2010. (Dinner @ 7:00 p.m.)

- TWA members who enter the writing contest are eligible to attend the awards banquet **free of charge**. (Includes meal, non-alcoholic beverage, tax and gratuity.)
- All others, including non-member contestants, non-participating members, and any guests may attend the banquet @ \$20.00 per person.
- Reservations, although not required, are requested and helpful for our planning.
- Contest winners are **not** notified prior to the Banquet.
- Winning entries **will not** be read at the banquet.
- Wordsmith 2010 **will be** distributed at the banquet.
- The names of the contest winners and the titles of their works will be published on the TWA website (www.tampawriters.org) in February 2010.

PUBLICATION IN WORDSMITH 2010 and AUTHORS' RIGHTS

- Winning entries will be published in *WORDSMITH 2010*, the Tampa Writers Alliance's 21st Annual Anthology of Writing, to be distributed in January 2010.
- Other entries may be published in *WORDSMITH 2010* at the discretion of the *WORDSMITH* editor. Emphasis will be on excellence of writing.
- All rights revert to the author following publication in *WORDSMITH 2010*.

OBTAINING COPIES OF WORDSMITH 2010

- All TWA members who enter the contest are entitled to one free copy of *WORDSMITH 2010* provided they (a) attend the Awards Banquet and pick it up there, or (b) reserve a copy prior to the Awards Banquet by paying in advance \$4.00 per copy for shipping.
- Non-member entrants and other TWA members may purchase *WORDSMITH 2010* for \$12.00 per copy provided they (a) attend the Awards Banquet and pick it up there or (b) arrange for shipping by paying in advance an additional \$4.00 per copy.
- Additional copies, if available, may be purchased for \$12.00 plus shipping.
- After the Banquet, all unreserved, unsold copies of Wordsmith go on sale. However, minimal unreserved copies will be printed in order to minimize organizational costs, so don't count on being able to get a copy you have not previously requested. If you think you're going to want it, reserve it ahead of time. We need to know at the end of November because in early December, the book is at the printers.
- TWA entrants unable to attend the Banquet may reserve copies anytime between June 1, 2009 and November 30, 2009 by paying \$4.00 shipping for the first copy and \$16.00 per copy (includes shipping) for additional copies. Note: If you send TWA the shipping and later make reservations to attend the Banquet, you'll be refunded the shipping costs if you pick up your copy(ies) at the Banquet.
- All undelivered, prepaid, reserved copies of Wordsmith 2010 will be shipped after January 16, 2010.

JUDGING CRITERIA

The TWA Contest Coordinator will recruit qualified judges. Their identities will be kept secret until the awards banquet. Judges will be asked to consider fundamental criteria in evaluating submissions.

Some aspects of writing excellence are positive, meaning they are desired qualities found in every winning manuscript. Others are negative; they are not desired. Entrants are encouraged to incorporate the positive aspects into their work and exclude negative aspects as much as possible. (See judge's evaluation sheet on page eight.)

MANUSCRIPT EVALUATION

A manuscript evaluation **may be purchased** for any WRITING category (except POETRY) provided this option is elected prior to judging and the contestant includes payment of \$15.00 for each entry evaluation. You will not receive this completed judge's evaluation sheet if you fail to designate this option for a specific entry at submission and enclose the required \$15.00 payment per evaluation. Purchased evaluations will be mailed late January 2010.

The Evaluation Form Request Form is provided on page seven.

TWA 2009 Writing Contest ENTRY FORM

Each submission must have its own Entry Form

Your Name: _____

Mailing Address: _____

Phone: _____ Email: _____

CATEGORY:

- FICTION SCIENCE FICTION/FANTASY NONFICTION
 NOVEL POETRY WORDSMITH PHOTO

TITLE: _____

WORD or **LINE** or **PAGE COUNT** _____ (list the **one** appropriate choice)

PLEASE INDICATE MEMBER or NON-MEMBER STATUS →	TWA MEMBER	NON-MEMBER	QUANTITY	TOTAL (Fee x Quantity)
MEMBERSHIP				
New Membership/ Renewal Fee (see member application form)	\$35.00 (renewal)	\$35.00		
CONTEST SUBMISSION				
Contest Submission Fee	\$5.00	\$10.00	1	
Submission Evaluation Fee	\$15.00	\$15.00		
BANQUET				
Banquet Fee	Submitting member free	\$20.00		
Banquet guests/non-submitting member Fee	\$20.00/person	\$20.00/person		
WORDSMITH				
1 st Wordsmith Fee	Free	\$12.00		
1 st Wordsmith shipping (unless picked up at banquet) Fee	\$4.00	\$4.00		
Additional Wordsmith Fee	\$12.00	\$12.00		
Additional Wordsmith shipping (unless picked up at banquet) Fee	\$4.00	\$4.00		
TOTAL				

Make checks payable to TAMPA WRITERS ALLIANCE.

**Attach this form by paper-clipping it to your two STAPLED submission copies.
Include CD containing all entries in rich text format (rtf). (See page two.)**

Send entries to: ↓ TWA 2009 CONTEST COORDINATOR

Paul P. DuBose
501 Royal Wood Ct
Valrico, FL 33594
mytwa@aol.com

E-Mail Contact:

Optional Purchase of Judges Evaluation

(See page four.)

I wish to purchase the Judge’s Evaluation of the following entries entered in the TWA 2009 Writing Contest.

I certify I understand and agree to the following rules and/or conditions:

- I authored the manuscripts/works listed on this form and request delivery of the judge’s evaluation of my work. (Not available in POETRY)
- I have reviewed a blank evaluation form and am familiar with its format and potential content.
- TWA’s officers, members, representatives, or judges may not be contacted personally with questions, complaints, or comments about an evaluation.
- I authorize TWA’s Contest Coordinator to review my purchased evaluation(s) prior to delivery ONLY for the purpose of ensuring that I am being provided a complete evaluation of my work.
- TWA’s Contest Coordinator will not disclose or discuss the content of any evaluation.
- Evaluations will not be available or mailed to entrants until late January 2010.
- Evaluations are confidential and may only be purchased by and delivered to the author of the work.
- Tampa Writer’s Alliance, its members, officers, representatives, and/or contest judges MAY NOT be held liable for the content of evaluations.
- This purchase must be made prior to October 8, 2009 and is non-refundable. No exceptions.
- \$15.00 must be included with this form for each entry listed below.

_____ (Writer- *print* your name)

(Signature required and obligates purchaser to acceptance of TWA’s conditions.)

MUST be filled out by the writer

<u>Title of Entry</u>	<u>In which category?</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Number of entries _____ X \$15.00 equal \$ _____ () **Check enclosed**

This form needs to be filled out ***by you*** and delivered with your payment to the Contest Coordinator with your entry. The name and address you provided on your entry will be used to mail the evaluation(s) to you.

Judge's Evaluation of Manuscript Entry

CATEGORY: FICTION SCIENCE FICTION/FANTASY NONFICTION NOVEL

TITLE: _____

▪ Does the first sentence and paragraph hook the reader?
YES _____ NO _____ OPTIONAL COMMENT: _____

▪ Is the reader's interest focused and held uninterrupted throughout?
YES _____ NO _____ OPTIONAL COMMENT: _____

▪ Did the author practice word economy in sentence structure?
YES _____ NO _____ OPTIONAL COMMENT: _____

▪ Did the author avoid the use of passive and/or weak sentences?
YES _____ NO _____ OPTIONAL COMMENT: _____

▪ Does the reader experience the story with his/her senses?
YES _____ NO _____ OPTIONAL COMMENT: _____

▪ Is the work innovative or unique?
YES _____ NO _____ OPTIONAL COMMENT: _____

▪ Is the work well edited?
YES _____ NO _____ OPTIONAL COMMENT: _____

DEVELOPMENTAL SUGGESTIONS: _____



Membership Form

Name _____ New _____ Renewal _____

Address _____

City _____ State _____ Zip _____

Home Phone (_____) _____ Cell Phone (_____) _____

Email _____ Website _____

Membership dues are \$35.00 renewable annually from date of membership. Visit www.tampawriters.org
To join or renew membership in TWA and receive full membership benefits, fill out the application above and mail it with your check for **\$35.00** (payable to Tampa Writers Alliance) to:

Paul DuBose, TWA Treasurer
501 Royal Wood Court
Valrico, FL 33594