



## Writing Contest

# Writing Contest Rules

Writing contest rules must be followed by all members of the Association entering the contest. These rules shall be effective from 1 August 2020. The Association Board of Directors reserves the right to make changes as may be necessary.

### 1. ELIGIBILITY

- 1.1 All active members of clubs and members-at-large shall be eligible to compete, provided that:
  - 1.1.1 The member has paid all club and Association dues and fees, as applicable; and
  - 1.1.2 The member is not on leave-of-absence at the time of submitting an entry.
- 1.2 The contestant's Eligibility Statement shall include a certification by the club president or for members-at-large, certification by the association treasurer, and shall be forwarded by electronic means to the Association writing contest chairman within the stipulated deadline.
- 1.3 Failure to comply with the deadline dates will result in immediate disqualification of the contestant.

### 2. CATEGORIES

- 2.1 There shall be three categories:
  - Fiction: Prose; a short story
  - Non-fiction: A feature article; structured expository prose on a topic, an issue, an event
  - Poetry: Metrical and free verse
- 2.2 A contestant may enter any and all categories.
- 2.3 Only one entry per person per category is permitted.

### 3. CRITERIA FOR ENTRIES

- 3.1 Fiction and non-fiction entries shall be no fewer than 500 words or more than 1,500 words.
- 3.2 Poetry shall be no fewer than 10 lines or more than 32 lines.
- 3.3 For consistency, entries shall be presented in a *Word* document, in font Times New Roman, 12 point.
- 3.4 Entries shall have a title page, which shall not include indication of the identity of the author.
- 3.5 The word count (as calculated in the *Word* document) and category shall be noted at the top of the title page (example: word count 1220/fiction) and the line count/category for poetry (example: line count 24/poetry).
- 3.6 Pages shall be numbered.



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### 4. SUBMISSION OF ENTRIES

- 4.1 A Cover Page, in a separate *Word* file, shall accompany each entry and shall contain:
  - 4.1.1 Name of author;
  - 4.1.2 Address, telephone number and email address;
  - 4.1.3 Club name, if applicable;
  - 4.1.4 Category of entry; and
  - 4.1.5 Title of entry.
- 4.2 Entries to be submitted to the Association writing contest chairman by electronic means, together with the Eligibility Statement and Cover Page, within the deadline stipulated each term.

### 5. JUDGING AND RESULTS

- 5.1 Three well-qualified judges shall be used, such as professional writers, journalists, publishers, editors, critics, reviewers, writing teachers.
- 5.2 Identity of the judges shall not be made known.
- 5.3 Deliberation of the judges shall be confidential and judges have the right to determine if the entry is of a standard that is befitting the contest.
- 5.4 Judges decisions shall be final.
- 5.5 Judges decisions shall be scored:
  - 5.5.1 15 points for FIRST place vote;
  - 5.5.2 7 points for SECOND place vote; and
  - 5.5.3 3 points for THIRD place vote.
- 5.6 Announcement of results:
  - 5.6.1 Where there are more than four (4) eligible entries in a category, first, second and third places shall be announced;
  - 5.6.2 Where there are four (4) eligible entries in a category, first and second places shall be announced; and
  - 5.6.3 Where there are less than four (4) eligible entries in a category, first place only shall be announced.

**End of Writing Contest Rules**