



The Scholastic Art & Writing Awards Submission Guidelines 2008

Metro Area Richmond Writing Region

Regional Affiliate: The Visual Arts Center of Richmond

Regional Affiliate Area of Service

Counties of Chesterfield, Powhatan, Hanover, Henrico, Goochland, and the City of Richmond

Online Registration

Participants and teachers must complete the registration process at www.artandwriting.org. Click on "The Scholastic Art & Writing Awards" to begin registration. Please print the completed submission form and obtain required signatures.

Submission Deadline

All submissions must be received by Friday, December 14, 2007.

By Mail or Delivery:

The Visual Arts Center of Richmond
1812 West Main Street
Richmond, VA 23220

Processing Fee

Metro Area Richmond Writing Region is underwriting processing fees established by the Alliance for Young Artists & Writers, the national nonprofit organization that administers The Scholastic Art & Writing Awards. The \$5 fee per individual submission and the \$20 fee per portfolio submission are waived for participants and covered by Metro Area Richmond Writing Region for the 2008 program.

Regional Celebration

Ceremony: January 27, 2008

James River Ballroom, OMNI Hotel
100 South 12th Street
Richmond, VA 23219

Exhibition: January 27, 2008 – February 15, 2008

The James Center Atrium
901 East Cary Street
Richmond, VA 23219

Contact Information

Sally Kemp
The Visual Arts Center of Richmond
Phone: 804-353-0094 x223
Email: sallykemp@visarts.org





Writing Submission Guidelines

1. The Creative Process

Submit your best writing for consideration. Participation in The Scholastic Art & Writing Awards supports the creative process: ENVISION, CREATE, REFINE, PRESENT. Students are invited to submit their best works of writing to be reviewed by a panel of writers, educators, and literary arts professionals for recognition and other opportunities.

When composing and selecting your manuscript for submission, consider the following:

Selection Criteria: Judges will review each submission for three criteria: 1) **Technical Proficiency:**

Ability to work fluently in a particular genre; 2) **Originality:** An innovative approach to process, concept and subject matter; 3) **Emergence of a Personal Voice:** Evidence of the writer's unique style, sensibility and perspective.

Subject Matter: The Scholastic Art & Writing Awards makes no restriction on content or subject. The Alliance for Young Artists & Writers endorses student freedom of expression as outlined in the resolutions and guidelines of the National Council of Teachers of English, which may be found at <http://www.ncte.org/about/over/positions/category/cens>.

Categories: See *Writing Individual Categories: Descriptions and Special Instructions* for specific notes about each category.

Previous Submissions: Previous submissions, which may or may not have received past awards, can only be resubmitted as part of a graduating senior's General or Nonfiction Writing Portfolio. Previous submissions included in portfolios must be clearly marked as such in the table of contents.

Collaborative Works: Works by more than one student are NOT eligible for The Scholastic Art & Writing Awards.

Multiple Submissions: Students may submit more than one manuscript. See *Regional Affiliate Information* for limitations on number of submissions. Each individual submission can only be considered in one category. Multiple poems by the same student are submitted as a "collection." For graduating seniors, only one General Writing Portfolio and/or one Nonfiction Portfolio may be submitted. Works submitted as part of a portfolio may also be entered in another category as an individual submission in which case another copy of the manuscript must be prepared for adjudication. See *Writing Category Descriptions and Special Instructions* for details.

Grade Groups: Students' works are reviewed in the following grade groupings: Group 1 for grades 7 and 8 and Group 2 for grades 9, 10, 11, and 12.

2. The Online Registration Process

The Alliance for Young Artists & Writers, the nonprofit organization that administers The Scholastic Art & Writing Awards nationally, requires participants in this region to use the **online registration system** at www.artandwriting.org. Participants will enter information that was previously required on paper forms. Upon completion of registration, students and teachers will be able to print submission forms which will be attached to the writing. See *Additional Information for All Participants* for more information about online registration.

3. Preparing the Manuscript for Submission

Writing submissions must adhere to the following:

- **Length:** See *Writing Individual Categories: Descriptions and Special Instructions* for details.
- **Printing:** All submissions must be typed and printed in black ink; point size no smaller than 10.
- **Margins:** 1" on top, bottom, left and right (except for poetry).
- **Spacing:** Double-spaced (except for poetry) and single-sided on 8.5"x11" white paper.
- **Titles:** Titles of each work should appear at the top of the first page only. Do not use a separate title page. Poems should be titled individually.
- **No Student Name:** The student's name and/or the school name must NOT appear anywhere on the manuscript itself. Names are only indicated on the submission form.
- **No Accompanying Images:** Do not include illustrations, photographs or graphics.
- **Submission Forms:** Attach two copies of the submission form, which must be stapled to the writing in the upper left corner. Do not bind or enclose in a folder. Longer submissions should be stapled with an industrial stapler, which can be found in a local or school library, a photocopy center or office supply store.
- **Signatures:** Obtain required signatures from a teacher and parent/guardian on the submission forms. Students, teachers and parents/guardians should carefully review the Authorship and Plagiarism and *Copyright Release* sections. By signing, students, teachers and parents/guardians agree to the terms presented in the *Authorship and Plagiarism* and *Copyright Release* sections. Parent signatures are not required if the student is over 18 years old.

Additional Requirements for Portfolios (open to graduating seniors only):

- Three to eight works.
- Table of contents listing the title and category of each piece.
- Statement of Purpose of no more than 500 words focusing on why the works were chosen for inclusion or addressing the author's approach to writing.
- Sealed Letter of Recommendation from a teacher, principal, or other official who can comment on writing.

4. Submitting the Manuscript to the Regional Affiliate

Submit work to the Regional Affiliate by the deadline as indicated in the *Regional Affiliate Information*.

- Enclose the above formatted manuscript in a 9" x 12" manila envelope, with two copies of the signed submission forms, with the processing fee (if applicable) clipped in the upper left-hand corner. **SEND THE WRITING FLAT, NOT FOLDED.**
- **Deliver works** in person or by mail as directed in *Regional Affiliate Information*. For confirmation of submission arrival, the Alliance suggests that you send your work via UPS, USPS Confirmation, or FedEx where a signature is required.
- **Include processing fee(s).** See *Regional Affiliate Information* for details.

5. Notice for Students Earning Regional and National Awards

Students who receive regional awards may be asked by the Regional Affiliate to submit an electronic file (MS Word Document) of their submission in addition to the previously submitted hard copy.

To complete The Awards process, participants who receive **national awards** will be required to email an electronic file (MS Word or Text File) to AlliancePublications@Scholastic.com in April 2008.

Writing Category Descriptions and Special Instructions

For all categories, submissions cannot be based on already published works

<p>DRAMATIC SCRIPT An original radio, television, film, or one-act stage play script. Length Limits: Group 1 (Grades 7-8): up to 50 pages Group 2 (Grades 9-12): up to 60 pages</p>	<p>NONFICTION PORTFOLIO PORTFOLIOS ARE OPEN ONLY TO STUDENTS GRADUATING IN 2008. A body of the best three to eight works that demonstrates a high level of achievement in originality, technical skill and personal voice. Nonfiction portfolios consist of Journalism, Personal Essay/Memoir, Humor and other nonfiction work. Must include a table of contents, writer's statement and letter of recommendation. Length Limits: Up to 50 pages, not including table of contents or writer's statement.</p>	<p>POETRY A submission may consist of one or a collection of several poems. Special Instructions: One collection of poetry allowed per student. Students who are registering online should only register ONE poetry submission and list all titles in the title field. Submissions do not have to be double-spaced. Song lyrics may be submitted in this category. Length Limits: Group 1 (Grades 7-8): 35 – 100 lines Group 2 (Grades 9-12): 50 – 200 lines</p>
<p>GENERAL WRITING PORTFOLIO PORTFOLIOS ARE OPEN ONLY TO STUDENTS GRADUATING IN 2008. A body of the best three to eight works that demonstrates a high level of achievement in originality, technical skill and personal voice. General writing portfolios consist of writing from any category or combination of categories. Must include a table of contents, writer's statement and letter of recommendation. Length Limits: Up to 50 pages, not including table of contents or writer's statement</p>	<p>NOVEL WRITING In collaboration with Scholastic Inc. PUSH imprint, The Scholastic Art & Writing Awards are pleased to present the Novel Writing category. Novels are longer narratives limited to 50 pages or five chapters, whichever is shorter. If more than 50 pages or five chapters are submitted, the first 50 pages or five chapters will be read. Adaptations of or sequels to already existing published series are not accepted. The national-level Novel Gold Award recipient in this category will work with a professional editor to complete his/her manuscript, with the possibility of publication. There is only one National Novel Gold Award. Students whose works are not recognized will not receive feedback on their submissions. Manuscripts are not returned.</p>	<p>SCIENCE FICTION/FANTASY Stories or narratives that incorporate imaginary elements. Science Fiction explores the potential effects of real or imagined science and technology on society or individuals. Fantasy creates its own universe using imaginary or supernatural elements. Special Instructions: Do not base characters on already published works from books, movies, comics, etc. Any manuscript where science fiction/fantasy is the key element should be submitted in this category, including dramatic scripts, poetry, short stories or short short stories. Length Limits: Group 1 (Grades 7-8): 1,300 – 3,000 words Group 2 (Grades 9-12): 1,300 – 3,000 words</p>
<p>HUMOR A satire, parody or humorous anecdote in any form/genre. Special Instructions: Any manuscript where humor is the key element should be submitted in this category, including humorous dramatic scripts, poetry, short or short short stories, personal essays, or journalism works. Length Limits: Group 1 (Grades 7-8): 600 – 3,000 words Group 2 (Grades 9-12): 600 – 3,000 words</p>	<p>Special Deadline for ALL Novels regardless of region: All novel submissions must be submitted directly to: Alliance for Young Artists & Writers (Novel Writing), 557 Broadway, New York, NY 10012 postmarked by March 14, 2008. Length Limits: Groups 1 and 2 (Grades 7-12): Must include at least three and no more than five chapters of an original novel (minimum 15 pages, maximum 50 pages). The submission must also include an outline for the entire book, not to exceed two pages which are not counted in the 50-page limit.</p>	<p>SHORT STORY A tightly crafted fictional narrative. Special Instructions: Please note word length limits for Short Story compared to Short Short Story. Short Stories where humor or science fiction/fantasy are key elements should be submitted in those respective categories. Length Limits: Group 1 (Grades 7-8): 1,300 – 3,000 words Group 2 (Grades 9-12): 1,300 – 3,000 words</p>
<p>JOURNALISM Essays, articles, editorials, biographical works, opinion pieces, position papers or reportage appropriate for publication in newspapers, magazines and other periodicals. Special Instructions: Sources must be acknowledged. Footnotes/works cited are not considered part of the word count. Research papers and literary analysis are not generally accepted. Manuscript must follow all formatting guidelines, and not contain images, graphs or other visuals. Do not submit articles in "newspaper format." Do not submit works that heavily quote already published works. Length Limits: Group 1 (Grades 7-8): 400 – 2,000 words Group 2 (Grades 9-12): 500 – 3,000 words</p>	<p>PERSONAL ESSAY/MEMOIR Self-revelatory work dealing with individual experience and understanding. Special Instructions: Nonfiction work only. Fictional essays should be submitted in the Short Story or Short Short Story categories. Length Limits: Group 1 (Grades 7-8): 500 – 2,000 words Group 2 (Grades 9-12): 750 – 3,000 words</p>	<p>SHORT SHORT STORY A highly focused story concerning one central idea, conflict or situation. Special Instructions: Please note word length limits for Short Story compared to Short Short Story. Short Short Stories where humor or science fiction/fantasy are key elements should be submitted in those respective categories. Length Limits: Group 1 (Grades 7-8): 600 – 1,300 words Group 2 (Grades 9-12): 600 – 3,000 words</p>

Additional Information for All Participants

About the Online Registration System

The Alliance for Young Artists & Writers pledges that information entered by participants (students and teachers) in the online registration is used solely for the purpose of administering The Scholastic Art & Writing Awards. Participants must have email accounts in order to register their work in The Scholastic Art & Writing Awards. Participants should talk with their parents and teachers before ever giving their email addresses to any Web site. This information is not made public on any Web site, and is not made available to other entities for commercial use. During the selection process, jurors do not have access to personal information as criteria for awarding students. If you are having technical difficulty with the online registration system, please contact onlineregistration@scholastic.com. In the email, include your name, contact information, name of your school and school's zip code.

Commission Children's Online Privacy Protection Act

Web sites that collect information from children under the age of thirteen are required to comply with Federal Trade Commission Children's Online Privacy Protection Act (COPPA). Visit www.coppa.org to learn more. Students twelve years old or younger in grade 7 who wish to participate may obtain a submission form at www.artandwriting.org that can be completed by hand and signed by the student, parent and teacher instead of registering online.

Notification of Awards

Regional Awards: Students and their teachers who are recognized with regional awards will be notified within one to three months of the submission deadline. Gold Key works are forwarded to New York City for national level adjudication. Due to the volume of manuscripts, only those students earning awards will be notified.

National Awards: Students and their teachers who earn additional awards on the national level will be notified by mail in late April. Students who are recognized on the national level will be listed on The Awards Web site at www.artandwriting.org by September 2007. Due to the volume of manuscripts, only those students earning national awards will be notified.

Publication of SELECTED National Award Recipients' Works: Select works will be showcased in Alliance and Scholastic publications such as the National Catalog of The Scholastic Art & Writing Awards, The Best Teen Writing and Scholastic Magazines. Students will receive a copy of any publication in which their work appears. As is customary with all professional publications, the publisher reserves the right to edit works for appropriateness or space requirements of the publication.

Submitting Electronic Files of Writing

Participants who receive regional awards may be asked by the Regional Affiliate to submit an electronic file (MS Word Document) of their submission in addition to the previously submitted hard copy.

To complete The Awards process, participants who receive national awards will be required to email an electronic file (MS Word or Text File) to AlliancePublications@Scholastic.com in April 2008.

Copyrights Release

From the time of submission, all copyrights in the submission are property of the Alliance for Young Artists & Writers, Inc. ("Alliance"). Rights to a submission not selected as an award recipient revert automatically to the writer at the time award recipients are selected. Copyrights for submissions selected for awards are the exclusive property of the Alliance for two years from the date of selection. During this period, the Alliance may use, publish or otherwise display the work or permit the work to be used by others without compensation to the artist. At the end of the two-year period, all rights to the work shall automatically revert to the writer; except that the Alliance shall automatically be granted non-exclusive license to use, publish or otherwise display the work or have others do so on the Alliance's behalf. The Alliance does not copyright individual works, only the publications in which they appear. **By signing the submission form, the student agrees to the terms of this release.**

Authorship and Plagiarism

All work must be executed by the student, except in Photography where students are not required to develop, process or enlarge their photos themselves. By applying to The Scholastic Art & Writing Awards, each student undertakes (a) to present an original work that (i) has been created by her or himself and (ii) does not infringe upon the intellectual property rights of any other individual or entity and (b) if such student's work incorporates material, including but not limited to photographs, not created by the student, to include an additional copy of any and all such source material in her or his application.

Disclaimer

None of the Alliance for Young Artists & Writers, Inc., The Scholastic Art & Writing Awards and Scholastic Inc. is responsible for direct, indirect, incidental, consequential or punitive damages resulting from any failure on the part of any of the aforementioned entities to perform hereunder.

Note to Teachers and Parents: A teacher, counselor or principal AND a parent/guardian must review and sign each submission form. Be sure to read all rules and guidelines with your students. We rely on teachers to make sure that submissions adhere to our guidelines. Send all work from your school together, if possible. See *Regional Affiliate Information* section for delivery details. The Scholastic Art & Writing Awards, which are administered by the Alliance for Young Artists & Writers, Inc., assume no responsibility when unsafe or toxic materials are used in preparation of artwork.

Write It

Share your ideas, get feedback from peers, and showcase your work on WRITE IT, Scholastic Inc.'s publishing Web site for student writers. Join this FREE online creative community and meet our panel of award-winning young writers today. Then sharpen your skills in genre-specific writing workshops that will help you transform your best ideas into published pieces. Go to www.scholastic.com/writeit.

Recognition in The Scholastic Art & Writing Awards

Regional Awards for Students

GOLD KEY

Writing demonstrating the highest levels of achievement in technique, originality and personal voice. Gold Key writing is forwarded to New York City for National Adjudication. Students are recognized with Gold Key lapel pins and certificates.

AMERICAN VOICES AWARD NOMINEES

For areas of the country with a Regional Affiliate of the Alliance, five Gold Key works are nominated as "Best of Show." These works are reviewed in a special adjudication for the American Voices Award. One National American Voices Award recipient is recognized from each region.

SILVER KEY

Writing demonstrating achievement worthy of recognition on the regional level. Students are recognized with Silver Key lapel pins and certificates.

HONORABLE MENTION

Writing demonstrating artistic potential. Honorable Mention certificates are presented in some regions.

National Awards for Students

GOLD AWARD

Selected from the regional Gold Keys, the most outstanding writing demonstrating achievement in technique, originality, and personal voice on the national level. Students receive Gold Medals, certificates and listing in the national catalog of The Scholastic Art & Writing Awards of 2008.

AMERICAN VOICES AWARD

From the five American Voices Award Nominees, a panel of jurors selects one national level award recipient from each region. Portfolios are not eligible. Students receive American Voices Awards Medals, certificates, and listing in the national catalog of The Scholastic Art & Writing Awards of 2008.

SILVER AWARD

Selected from the regional Gold Keys, writing demonstrating high honors on the national level. Students receive Silver Medals, certificates, and listing in the national catalog of The Scholastic Art & Writing Awards of 2008.

National Portfolio Awards and Scholarship Opportunities for Graduating Students

PORTFOLIO GOLD AWARD

The most outstanding level of achievement demonstrated by graduating seniors who submitted a body of writing in the Portfolio categories. Four General Writing Portfolio Gold Award recipients and one Nonfiction Portfolio Gold Award recipient are recognized with \$10,000 unrestricted cash grant scholarships presented in the names of leadership donors of the Alliance. Portfolio Gold Award recipients are also nominated for scholarships to schools who are part of the Alliance Scholarship Provider Network. Visit www.artandwriting.org to view the list of scholarships made available to seniors earning national level awards.

PORTFOLIO SILVER AWARD

Additional General Writing Portfolio Silver Awards and Nonfiction Portfolio Silver Awards are bestowed to graduating students worthy of recognition on the national level. As a result of donors who support the Alliance, a select number of Portfolio Silver Award recipients may receive \$1,000 Notable Achievement scholarships as recommended by the national jurors. Portfolio Silver Award recipients are also nominated for scholarships to schools who are part of the Alliance Scholarship Provider Network. Visit www.artandwriting.org to view the list of scholarships made available to seniors earning national level awards.

National Awards for Teachers

PORTFOLIO TEACHER AWARD

Five \$1,000 awards are presented to sponsoring teachers (educators who sign the submission form) of General Writing Portfolio Gold Award and Nonfiction Portfolio Gold Award recipients. Multiple teachers submitting for one student will share the award.

GOLD APPLE TEACHER AWARD

One \$1,000 award to the teacher who submits the most outstanding group of submissions. Multiple teachers submitting for one group will share the award.

TITLE SPONSOR



MAJOR SPONSORS



Generous leadership support also provide by

The Maurice R. Robinson Fund

JACK KENT COOKE
FOUNDATION

The Jacques and Natasha Gelman Trust