

2009 Scholastic Writing Awards Checklist

Both a digital copy and a hard copy of your work are required for submission this year!

Digital Writing Submissions

- manuscript must be saved as a Word Document in the following format: lastname_firstinitial_genre_title (i.e. smith_k_novel_thebearcave.doc) **OR** lastname_firstinitial_**portfolio**_title for senior portfolios
- work must be typed in 10 pt or larger and double-spaced (except for poetry)
- titles on top of first page only; no title page, illustrations or graphics should accompany manuscript
- student's and/or school's name must NOT appear on the manuscript (only on hard copy submission forms)

Hard Copy Writing Submissions

- single-sided prints (same size/type guidelines as digital submissions)
- 2 copies of submission form should be stapled to the work in the upper left corner (no folders or other bindings)
- parents' and teachers' signatures are required unless student is 18 or over
- manuscript and forms must be placed in a 9 x 12 manila envelope

Portfolio Requirements (for seniors)

- 3-8 works with a table of contents
- statement of purpose (reason for choosing specific works or discussion of author's writing approach) in 500 words or less
- sealed letter of recommendation from teacher or writer

For detailed description of guidelines, see the 2009 Guidelines pdf available at www.artandwriting.org