

Student Writers Showcase

2010 Guidelines

1. Follow competition guidelines for submitting SWS entries in grades 3-12.

- A school may submit up to **THREE entries per grade level, per category**.
- A teacher may submit **only ONE entry for a student in a given category**; however, a student may have entries submitted in more than a single category—e.g., a student may have one poem submitted as well as a short story.

If your school has several entries, it may be helpful to hold an informal selection process at the school level. Please ensure that your school submits the correct number of student entries per category and grade level. **Your school should designate one person to coordinate or check over the packet of entries before it is submitted to PENCIL.** All entries must be submitted through the school. Entries will not be accepted from students or their parents.

2. Prepare SWS entries.

- Each entry must be typed or printed using a **12-point font with 1" page borders**. We suggest using Times New Roman font. (Entries will be copied exactly "as is" for judging and possible publication. PENCIL staff will not edit entries.) Please use double spacing and 8 1/2" x 11" paper.
- Entries must contain no illustrations/graphics or be copied in color. This is due to the difficulty of reproducing in an electronic format for printing.
- An **Official Cover Sheet** must be completed and attached to each submitted entry. (**The student's name should not appear on the original work, but only on the cover sheet.**) Please ensure that students fill out the information on the cover sheet completely, including phone, full address with zip code, and school route number.
- Make **THREE** copies of the submitting entry. **Send ORIGINAL and one COPY to PENCIL** and keep one copy on file at the school. **The original and copy submitted to PENCIL must have a cover sheet attached.**
- Paperclip the two entries with their cover sheets together.

3. Submit SWS entries.

All entries must be received at PENCIL Foundation by 4:30 P.M. on Friday, March 5, 2010. (Late entries will **not** be eligible for competition.)

Entries may be submitted in any of the following ways:

- Metro Schools mail to Student Writers Showcase, PENCIL Foundation, Route 6
- U.S. Mail to Student Writers Showcase, PENCIL Foundation, 421 Great Circle Road, Suite 100, Nashville, TN 37228
- Hand-deliver to the PENCIL Foundation office.

For more Information please contact Nikki Troutman at 615/242-3167, ext. 231, or ntroutman@pencilfd.org.