

Submitting Electronic Copies

Please follow these directions carefully,
ESPECIALLY the part about naming the
document files consistently!



Guidelines for Submitting Electronic Copies

Initial Top Ten List: In February, you will receive a list of the Top Ten Winners. THIS INITIAL LIST IS NOT FOR PUBLIC ANNOUNCEMENT. Look through the lists to see which students from your district have won in editorials, poetry, or short stories. You must send electronic copies of these entries to the editing chair by Thursday, March 3, 2011.

Include Author Information: Electronic copies MUST have the student's name, grade, and district at the end in the format shown here. **FORMAT:** 5" from the left edge of the paper, or at 4" on the word processing ruler with a 1" margin.

Jane Doe, Grade 8
Somewhere School District

Check the word and line counts: As you open or prepare each winning text entry, please CHECK THE WORD COUNT (for editorials and stories) or the LINE COUNT (for poems). Entries that do not meet the length requirements are disqualified, and the next entry in line will move into the winning spot. PLEASE NOTIFY THE JUDGING CHAIR IMMEDIATELY IF YOU HAVE A DISQUALIFIED ENTRY. (Do not count the words in the title or the student info at the end. If the entry is only 5-10 words over the count, ask the student to edit some words out.) If you don't check the counts, entries can still be disqualified on the editing day.

Save files in WORD format: All entries must be submitted in Microsoft Word format. If the entry was originally made with different word processing software, such as WordPerfect or Pages, you can almost always save the file as a Word document. Go to SAVE AS. After naming the file as described below, look under SAVE AS TYPE and select a Word choice. If you are using a Macintosh, be sure that the extension ".doc" is at the end of the file name.

Submit by E-Mail: Please send all of your entries by e-mail. You can send them in batches if you wish.

IMPORTANT!!

Name the files with a standard format: For easy identification, please name each file as shown below, using these pieces of information:

E, P, or S (for editorial, poem, or short story) – no space

5, 6, 7, or 8 (for student's grade level) – one space

Last name of student – one space

Name of district

Examples

S5 Anderson Waunakee

P8 Smith Albany

E6 Jones Sun Prairie

OBSERVE THE SPACING. DO NOT USE PUNCTUATION.