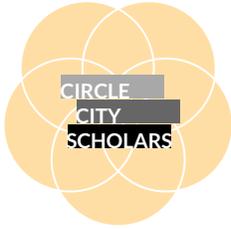


Circle City Scholars Editing Checklist and Submission Guidelines

Editing Checklist



Before submitting your work to CCSWC, please go through each part of this checklist to make sure your submission is as good as it can possibly be. Not following these instructions can automatically disqualify your submission from consideration by the contest editor and judges.

General Editing Instructions for all writing

Begin each sentence with a capital letter

End each sentence with “end punctuation” (period, exclamation point, question mark)

Do not capitalize random words in a sentence unless they are proper nouns (names, places, countries, etc.).

Use Times New Roman font, 12pt., black. (Anything else will not be looked at until it is fixed)

Spell check everything

Use all common English grammar and punctuation rules (to help with this, read your submission out loud to yourself or a friend; if your word order is messed up or a sentence doesn’t make sense, reading out loud can often help you catch your mistakes)

Poetry-Specific Instructions

Poetry can be either left-justified or center-justified

Use stanzas and line breaks in whatever way makes the most sense for your piece

Essay-specific Instructions

Double space your work

Indent the beginning of each paragraph by hitting “Tab” once

Submission Guidelines

All writing should be in a Google Doc. At the top of your Google Doc, put the following: Your full name, your grade level and homeroom, and the title of your piece. If done correctly, it will look like this:

Mr. Pihoda

8th Grade ISU

My Brilliant Poem

Then, leave a blank line and write your submission. Once you have fully edited your submission, please share it (by clicking the “share” button at the top right corner of Google docs) with:

afterthepause@gmail.com.

Double check that you have entered that email correctly. If even one letter is wrong, your submission will not be received.

Below is a short poem example so you can see what an exemplary submission, in terms of grammar and structure, might look like.

This poem is about flowers. Roses
are red. But sometimes
they are different colors.

Violets, on the other
hand, are blue.

Who knew?

Notice that the first letter of each sentence is capitalized, each sentence ends with correct punctuation, each sentence makes sense, and all words are spelled correctly. Here’s a quick example of what a prose submission might look like (story or essay):

I believe that our world is not perfect yet. But we have the ability to make it better. We can stand up. We are not alone. All we need is love, and maybe enough La Croix to go around.

It’s preposterous to disagree with me. But if you do, have no fear, for now I will convince you about why there is so much hope for the future along with why La Croix is quickly becoming the second-best sparkling water brand behind Bubly.

Notice again the first word of each sentence is capitalized, punctuation is used correctly, and each paragraph is indented.