

1 **IWL Annual Writing Contest Manuscript Format Page**

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ENTRY TITLE HERE (about 1/3 down all caps & centered)

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10 **Begin writing here (Four lines below title or Enter key twice in double line spacing mode).**

11 **Use Times Roman, Courier, or Arial fonts. Use double line spacing with 1" margins on**
12 **all sides.**

13 **Poetry may be single line or double line spacing.**

14 **Do NOT put the author's name ANYWHERE in the manuscript.**

15 **Do NOT staple manuscripts. Use paper clips or butterfly clips with manuscripts, cover**
16 **page, and synopsis pages.**

17 **Manuscript format details are on page two and are found in the IWL Operational**

18 **Procedures. The rules are subject to change. Failure to comply with all rules disqualifies**
19 **the entry. The format is used for all Open Contest and Assigned Contest categories, the**

20 **Novel contest, and the Nonfiction Book Contest.**

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UNIT 07: WRITING CONTESTS AND AWARDS:

Section 1. Annual Writing Contests:

b. Contest Submission Rules (All Contests):

(vi) Manuscript format: Place the title about one-third down from the top margin, centered and in all caps. Drop four lines and begin the writing. Title and page number must be on the top right corner of every page after the first page. Author’s name must NOT appear ANYWHERE on the manuscript or the entry will be disqualified. Entries must be typed using Times Roman, Courier, or Arial font and double-spaced with one-inch margins all around. Poetry may be single or double-spaced. Do not staple manuscripts. Use paper clips or butterfly clips with manuscripts and synopsis pages.