

Your Category of Submission
Your Name [1]
Your Street Address
[1]Your City, CT Your Zip [1]
Your Phone Number
Your Email Address

TITLE OF MANUSCRIPT ALL CAPS

For this competition, use margins of 1 inch on the left, on the right, and on the top and bottom of the page. If you are submitting a picture book text, begin typing your manuscript here—near the middle of the first page. Keep in mind that the picture book word count limit is 1200 words (approximately 6 typed pages). Do not make section breaks for imagined illustrations or anticipated page breaks. Each portion of text—whether a single sentence or a brief paragraph—can follow each preceding one with normal paragraph indentation.

All picture books, in both prose and poetry, must be double-spaced. All MG and YA novels, in prose or verse, must also be double-spaced. For novels, separate chapters must begin on a new page, five double spaces down. Each chapter must be labeled with a number or name. For MG and YA novels, you must also submit a brief but complete synopsis that you should place here *before* the first 25 pages of your manuscript. Your synopsis should also be double-spaced and should also be in black, 12-point, and, preferably, Times New Roman. The synopsis should tell

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the complete plot and character development arc of your story, from beginning to end. You may choose to write several detailed paragraphs that summarize the action as well as the themes and character elements, or you may choose to create a chapter-by-chapter outline that briefly describes the principal work of each chapter from start to finish.

In addition to its most important work of fleshing out your plot and characters, the full synopsis helps to assure the judges that you have completed your novel. It may be somewhat lengthy (three to five pages is fairly typical but fewer or more pages are permissible), or, with very careful crafting, it may also be a powerful single page. Our judges will be reading for "Story" and will not be critiquing your synopsis format, so feel free to choose the format that works best for your work.

In every manuscript category (MG Novel, YA Novel, Picture Book Text, and Illustrated Picture Book), your first page must include the header shown on page 1 at the top. It must include your category of submission, your name, your full primary address in CT, your email address, and your phone number. From page 2 onward, the header must include your last name and a page number. This brief header, at the top left corner, must appear on every page of text, from page two onward.

Each new paragraph should be indented five spaces and should immediately follow the preceding paragraph (just one double space down—not two double spaces). No cover letters of any kind are necessary for any submissions; should you include one, it will not be sent to the judges. Please do not add explanatory or personal notes to the judges at the end of your picture book or novel manuscript. The submissions management team will delete any extra pages and all notes. In picture book text submissions, very brief illustration notes may be added, when

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necessary, immediately following the associated text, in this format: {ILLUS: This character is wearing a tutu.}

Please keep in mind that in the categories of Middle Grade Novel and Young Adult Novel, your complete novel must be available immediately upon request. We wish you all the best, and we look forward to receipt of your entries by our early February deadline.