

Submission Guidelines
The Phoenix Rattler 2014 Writing Contest
Hosted by Christian Writers of the West (CWOW)

Your Manuscript:

1. **File format:** Save the document as a .doc or .rtf file.
2. **Left-justified** (ragged right edges).
3. **Indent** first line of paragraph (.5" preferred).
4. **Margins:** Minimum of 1" all around.
5. **Double-spaced only.** Do not use special paragraph formatting of any kind.
6. **Font:** 12 point Times New Roman (Courier or Courier New also accepted).
7. **Header:** Preferred but not required. Header should include category entered, title, and page number (right justified).
8. **Punctuation:** Recommend one space after a period instead of two.
9. **Emphasized words:** Recommend italics. Underlining is acceptable. Not both.
10. **Chapter/Scene breaks:** Please keep it simple. Use Chapter Name (example: PROLOGUE, CHAPTER 1) centered (no extra blank lines). If scene breaks are required for readability, use a centered pound sign (#) but no extra blank lines. Chapters should begin at the top of the page, and page breaks should separate chapters.
11. **Synopsis:** The required synopsis (minimum 100 words, less than one page) must be placed at beginning of the manuscript. Label with centered text SYNOPSIS. Use a page break to separate it from the manuscript. The synopsis is not included in the 15-page limit. The synopsis includes intended genre, story premise and other key information for the entry (written as if for an editor or agent, not the back cover blurb). The synopsis shall match the format requirements of the manuscript, except it shall be single spaced.

Your Entry form and Entry Fee (one per manuscript entered):

12. **Entry Form:** Complete entry form provided on the website. If on-line submission is not available, save the file and paste into email or attach with your manuscript file. Entrants submitting multiple manuscripts must submit one entry form per manuscript.
13. **Entry Fee:** Pay \$25 per manuscript via PayPal. Entrants submitting multiple manuscripts may combine their multiple entry fees into one PayPal payment.
14. **Your name:** Do not include entrant's name or pseudonym anywhere on the manuscript. Your name must appear only on your entry form. The contest team removes your name from the file properties of your document before judging begins. All entries will be identified and tracked by an entry number assigned by the contest team.

Deadline for submissions and schedule of contest notifications:

15. **Contest Submission Deadline:** All contest entries and contest fees must be received by **5:00 p.m.** Mountain Standard Time (no daylight savings in AZ) on the annual deadline of the contest. For 2014 the deadline is 8/29/14. We recommend early submittal to allow resolution of any issues before the deadline.
16. **Disqualification:** Entries that do not meet the Contest Deadline, Rules, and Submission Guidelines will be disqualified. All entry issues must be resolved before judging begins.
17. **Schedule of Notifications:**
 - a. **Entry Receipt:** Receipt of entry will be confirmed before the preliminary round begins (see website for schedule of judging).

- b. **Judging Results:** Within two weeks of the end of the applicable round of judging (preliminary or final), entrants will receive an email with their status in the contest and the judges score sheet(s). If judges returned manuscript with embedded comments (optional) it will be attached.
18. **Questions? Comments? Missing notifications?** Please communicate as soon as possible with the category coordinator (email on the website), the contest supervisor, or the club president.

Dana McNeely, CWOW President
Tanara McCauley, Contest Supervisor

Christian Writers of the West, CWOW – Arizona’s ACFW affiliate club
www.ChristianWritersoftheWest.com

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