

Writing Contest

POWERTALK NZ WRITING CONTEST RULES 2018-19

Active members of clubs in good standing, members-at-large meeting the qualifications set out in these contest rules shall be eligible to compete. These rules shall be in effect **until 31 July 2020**. The Powertalk NZ Board of Directors reserves the right to make changes as may be necessary.

ADHERENCE TO ALL CONTEST RULES IS MANDATORY

ELIGIBILITY

1. Members eligible to compete:

- a) All active members of clubs in good standing except those specified in paragraph 2 below.
- b) Members-at-large who meet requirements defined in Powertalk NZ Bylaws.

2. Members not eligible to compete:

Additional to members who are ineligible to compete by not meeting the requirements of paragraphs 1a) and b) above, are:

- a) The NZ Writing Contest Chair and committee members

3. Definitions:

- a) Active. An active member is one who pays club and Powertalk NZ dues as required, participates in the activities of the club, assumes regular assignments and maintains regular attendance. The club, not the individual member, shall determine whether a member is "active".
- b) Club in Good Standing.
 - i. To be in good standing, a club shall pay all Powertalk NZ dues as specified in current bylaws.
 - ii. Clubs paying the required dues before 30 September shall be in good standing for the full fiscal year. Clubs completing payment of the required dues and fees after the delinquency date shall be in good standing as of the date when all requirements have been met.

4. Eligibility Statement:

- a) The contestant's eligibility statement shall include a certification signed by the club president and treasurer that dues for all levels as required, are paid.
- b) The eligibility statement of a member-at-large shall include a certification signed by the Powertalk NZ Treasurer that dues are paid.
- c) The preferred method of submitting entries and eligibility statement is by via electronic methods. They may also be submitted by surface mail.

Writing Contest

CONTEST RULES

1. There shall be three categories:
 - a) Fiction: a short story.
 - b) Non-fiction: A feature article; structured expository prose on a topic, an issue, an event, or an essay.
 - c) Poetry: Metrical and free verse.
2. A contestant may enter any and all categories. Only one entry per person per category is permitted.
3. Members belonging to more than one club may only enter the contest for one club
4. Each entry must be accompanied by a separate eligibility statement stating category and title of entry, name of contestant, address, phone number and email address if available and a cover page. (see Appendix)
5. Fiction and non-fiction entries shall comprise no fewer than 500 words or more than 1,500 words. Non-fiction entries shall indicate type as indicated in 1 b) above.
5. Poetry shall not be fewer than 3 lines or more than 32 lines. Poetry entries may indicate form eg rhyme, free verse, sonnet, limerick, haiku, etc.
6. Manuscript pages: entries shall be computer-generated or typed on one side only of A4 white paper, double-spaced, with **margins of at least 2.5 cm** left, right, top and bottom. The preferred mode of transmission is email.
7. Electronic entries should be submitted in unsecured Microsoft Word or PDF format.
8. One email entry per category, with one copy of the eligibility statement and cover page shall be sent to the Powertalk NZ Writing Contest Chairman by the deadline date.

If landmailing send one hard copy of the entry along with one copy of the eligibility statement and cover page to the Powertalk NZ Writing Contest Chairman by the deadline date.

Writing Contest

9. The eligibility statement, cover page and the original of each entry are to be retained by the Powertalk NZ Chair who shall acknowledge receipt of each entry by the most convenient means eg phone, email, text, etc.

10. A **cover page** shall accompany the entry and shall contain:

- a. Name of author
- b. Address and telephone number, and email address if available.
- c. Club, or member-at-large
- d. Category of entry and type/form
- e. Title of entry
- f. Number of words for prose or lines for poetry.

11. **Title page** shall contain no indication of the identity of the author. If the entry is forwarded electronically, no identification of the author shall be included in any part of the entry with exception of the cover page which shall be retained by the Writing Contest Chairman.

12. **Manuscript pages:** Leaving a margin **of at least 2.5 cm** at top of the page, type in the upper right-hand corner of title page, the word count, the category, the type for non-fiction or the optional form for poetry as in the examples below

Example for fiction: word count 1220/fiction

Example for non-fiction: word count 1220/non-fiction/essay

Example for poetry: line count 14/poetry or line count 3/poetry/haiku

Double space and type the title. Double space once more and start the manuscript, double spacing throughout in all three categories.

13. If additional pages are needed, on each page of the upper right-hand corner type in the title and category (and form for non-fiction and poetry) in. **Leave a double space and type the page number, double space once more** and continue with the text.

14. The entry shall be original, unpublished and not previously entered in any Powertalk NZ Writing Contest.

15. All entries shall be in English.

Writing Contest

16. There shall be one winner in each category.
17. The Powertalk NZ President shall announce the winner and place getters for each category at the Powertalk NZ Conference or Training Weekend
18. Identity of the judges shall not be made known prior to the judging.
19. Deliberation of the judges shall be confidential and the decision shall be final.
20. Entries will not be returned to the author.
21. If only one entry in a category is received and is of inferior quality, or it does not follow the formatting rules, no award need be given.

DEADLINE DATES

Failure to comply with all established deadline dates will immediately disqualify a contestant.

1. Member of clubs in good standing and Members at Large: An entry, together with the member's eligibility statement, must be postmarked or emailed to the Powertalk NZ Writing Contest Chair by **March 1**.
2. Powertalk NZ
 - a. The Writing Contest Chair shall send all entries to three qualified judges. The entries must be postmarked/emailed no later than March 15. For the judges' information, a copy of the writing criteria should accompany the entries. The Contest Chair shall notify the President that the entries have been dispatched to the judges.
 - b. Each judge shall make a first, second, and third place selection for each category. These selections must be returned to the Writing Contest Chair postmarked/emailed no later than April 15.
 - c. First, second and third place winners in each category at the region level may be announced.
 - d. In accordance with the scoring guidelines, the Writing Contest Committee shall tally the selections of the judges determining the Powertalk NZ winner for each category.

Writing Contest

WRITING CONTEST COMMITTEE

The Writing Contest Committee shall be responsible for supervising the Writing Contest in accordance with contest rules.

1. The Writing Contest Chair shall:
 - a. Be responsible for distribution of the contestants' entries to the judges by the deadline date.
 - b. Remove any identification (name, address, etc.) from the entry before sending to the judges. This shall include, in the case of entries submitted electronically, reference to the author in the "properties" section of the file.
 - c. In the top right-hand corner of each page of the entry, identify the category of the entry and a code number for the contestant. Example: P-03 for poetry, contestant #3.
2. The Writing Contest Committee shall:
 - a. Observe the deadlines for receipt of entries.
 - b. Verify eligibility of all contestants to avoid disqualification.
 - c. Secure qualified judges and provide them with the necessary information (e.g. rules, criteria and ballot forms) regarding the contest. An alternate judge should be appointed to deal with issues such as ties and judge non-returns.
 - d. Ensure that entries are forwarded to the judges by deadline date.
 - e. Ensure that a first, second, and third place selection is received from the judges.
3. The writing contest committee shall serve as the tellers. Scores shall be tallied as follows:

First place 11 points

Second place 6 points

Third place 4 points

JUDGES

PowerTalk NZ: Three well-qualified judges **and one alternate judge** shall be used.

Definition of "well qualified judges" includes: professional writers, journalists, publishers, editors, critics, reviewers, writing teachers.

Appendices follow

Writing Contest

COVER PAGE EXAMPLE

Author: Susan Smith
Mailing Address
My Road
Any City
Post Code

Tel:

email:

Club: The Best Powertalk Club

Category: Non-Fiction / Essay

Title of Entry: Now and Then

Word count (or number of lines if poetry): 1486

Writing Contest

EXAMPLE OF MANUSCRIPT PAGE(S)

This information should appear at top
of first manuscript page

NOW AND THEN

Word count: 1,469 / Non-Fiction / Essay

NOW AND THEN (TITLE)

I spent most of my life dreaming.... (start of manuscript; remember to double-space lines throughout document)

This information should appear
at top of each continuing
manuscript page

NOW AND THEN – 1,469 words; Non-Fiction / Essay
Page 2 of #

NOW AND THEN (TITLE)

Ten years and Hurricane Katrina later... (*continue with manuscript*)

DO NOT FORGET TO INCLUDE YOUR ELIGIBILITY STATEMENT WITH EACH ENTRY

Writing Contest

DEADLINE DATES for 2019-2020 Writing Contest entries and steps in the Powertalk NZ Writing Contest Process

→MARCH 1 2020

Members of clubs in good standing and Members at Large send in entries with eligibility statement to the Writing Contest Chairman

→MARCH 15

The Writing Contest Chairman sends all entries to three qualified judges

→April 15

Each judge allocates a first, second and third place selection for their category and mails/emails their selections to the Writing Contest Chairman

→April 25

The Writing Contest Committee tally the scores and determine overall placings

→April 30

The Writing Contest Chairman notifies the President of the placings in each Category and arranges for the return of and engraving of each trophy in time for Conference/Training Weekend

Writing Contest

JUDGING CRITERIA Non-Fiction (Essay)

Purpose: To Determine Writing Contest Winners

Points to be considered. Rate 1- 10 with 10 being the highest point

POINTS:

1-10 FOCUS

Presents and maintains a clear main idea, theme or unifying point throughout without extraneous information.

1-10 CONSTRUCTION OR ORGANISATION

Develops from the beginning through to the middle and end. Uses transition devices to signal relationships or supporting ideas to the main theme, idea or unifying point.

1-10 STYLE OF SUPPORT

Uses details effectively to explain, clarify or define.

Chooses words that achieve specificity, depth, credibility and thoroughness.

Uses examples and illustrations selectively and effectively

Uses language that is appropriate to the subject matter and implied audience.

1 -1 0 CONVENTION

Uses accurate punctuation, spelling and capitalisation. Varies sentence structure effectively

Writing Contest

JUDGING CRITERIA **Fiction**

Purpose: To Determine Writing Contest Winners

Points to be considered. Rate 1- 10 with 10 being the highest point

POINTS:

1-10 FOCUS

Presents and maintains a clear main idea, theme or unifying point throughout without extraneous information.

Is complete.

Keeps the plot simple. Introduces no unnecessary material

1-10 CONSTRUCTION OR ORGANISATION

Develops from the beginning through to the middle and end. Uses transition devices to signal relationships or supporting ideas to the main theme, idea or unifying point.

Uses a structure that rapidly and economically provides the reader with the circumstances of the story and proceeds convincingly to foreshadow the conclusion, while incorporating some aspect of the unexpected.

1-10 STYLE OF SUPPORT

Uses dialogue and grammar appropriate to the characters and plot

Shows more than tells

Lets the reader see the characters in action, rather than having the narrator talk about them,

Has one consistent point of view, has one persona presenting the story

1 -1 0 CONVENTION

Uses accurate punctuation, spelling and capitalisation. Varies sentence structure effectively

Uses standard English and punctuation where appropriate

Writing Contest

JUDGING CRITERIA

Poetry

Purpose: To Determine Writing Contest Winners

Points to be considered. Rate 1- 10 with 10 being the highest point

POINTS:

1-10 FOCUS

Presents and maintains a clear main idea, theme or unifying point without extraneous information

1 – 10 CONSTRUCTION AND ORGANISATION

Uses Internal and external development and form appropriate to the style of poem chosen

1 – 10 STYLE OF SUPPORT

Uses figurative language where appropriate
Uses language appropriate to subject matter, persona and implied audience.
Use the sound and meaning of words to contribute to the meaning and impact of the poem
Uses line breaks and form that suit and embody content

1 – 10 CONVENTION

Uses punctuation, spelling and capitalisation as determined by the poet to be essential to the form of the individual poem