

## AUTHOR AND MANUSCRIPT IDENTIFICATION FORM

Please complete this form/checklist and paperclip to the inside of the folder or place in the front interior pocket. You may print or type the information.

Name (Author) \_\_\_\_\_ Grade \_\_\_\_\_

Title of Manuscript \_\_\_\_\_

School \_\_\_\_\_

Teacher \_\_\_\_\_

### Checklist for Submitting the Manuscript

- Manuscript is secured in a 3-prong pocket folder.
- The student's name does not appear on any of the pages of the manuscript or the cover.
- There is no writing or illustration on the front of the folder.
- The story is either handwritten or typed. If typed on a computer, the following guidelines have been followed:
  - Manuscripts must be double-spaced
  - Type size must be 12 point
  - Font can only be Times, Times New Roman, Courier, or Helvetica
- Manuscripts is independently authored and/or illustrated by one student.
- Student has edited manuscript prior to submission.
- 4<sup>th</sup>-8<sup>th</sup> grade students who wish to be considered for selection as a district representative to the Young Author's Conference in Bloomington, IL should submit their manuscripts by Monday, March 22, 2010. No late manuscripts will be considered.
- All K-3 students and any 4-8 students who do not wish to be considered for district selection to the Young Author's Conference should submit their manuscripts by Friday, April 16, 2010.

Manuscripts that do not follow these criteria will be not be eligible for consideration for the Young Author's Conference. If you have a question about whether your manuscript meets the criteria, please see your building coordinator prior to the deadline.

*For building use only*

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Identification #: