

Women Writing the West High School Writing Contest Guidelines

These guidelines MUST be followed for your entry to be considered. Why, you say? First, if you are going to be a professional writer, you must follow standard formatting rules. And second, it's difficult for readers if everyone uses a different font, word processing program, etc.

[Click here for an formatting example.](#)

Here's what you must do:

1. Use only MICROSOFT WORD (the files will be either .doc or .docx)
2. Set your margins to 1 inch on each side, with a ragged right margin (do not right-justify the writing). If you're not sure how to do this, have your teacher help set everything up for you.
3. Use one of the following font types: TIMES, TIMES NEW ROMAN, or COURIER NEW.
4. Use a 12-point Font size.
5. Double Space; use the tab key once for a a ½-inch indent on the first line of each paragraph; no indents are needed for poetry, haiku, or lyrics unless intentional.
6. At the top left of each entry page, write your FULL NAME.
7. On the next line under your name, write your email address so the contest coordinator can contact you.
8. Write the word count on the third line. You may round the numbers to the nearest ten (2462 words would be 2460 for example).
9. On the next line, write the name of your school and teacher, plus your teacher's official email.
10. Skip down about half a page and type the title of your entry. CENTER THIS. Each entry must have a title.
11. Beneath the title, write "By ___" and write your full name. CENTER THIS LINE.
12. Skip three lines, then begin your entry.
13. Must be set in the American West (west of the Mississippi River, including Alaska and Hawaii) and have either a female protagonist or be written from a female perspective.
14. No foul language, inappropriate slang, violence, hate speech, erotic content, or inappropriate word choice will be tolerated. Your entry will be disqualified without refunding the entry fee.
15. Once you have written your entire entry, on the next line, write the word "END" and CENTER IT.
16. That's it! Now go back to the main page, find the "SUBMIT ENTRY" link at the bottom, and follow the instructions to enter your piece in the Women Writing the West High School Writing Contest. Best of luck!