

Guidelines for The Women Writing the West High School Writing Contest

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.

Your entry will be automatically disqualified if the following guidelines are not followed.

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

Here's what to do:

1. Make sure your entry is about a **WOMAN** or **GIRL** in the **WEST** ((North American continent west of the Mississippi River, including Alaska and Hawaii, Canada west of Manitoba, and Mexico).
2. **Send ONLY PDF files.** Ask your teacher for help if you are not sure how to change your document to a PDF format.
3. Use a **12-POINT FONT** size - Times, Times New Roman, or Courier New.
4. **DOUBLE SPACE** your entry, with 1-inch margins all around, ragged right margin.
5. Type **YOUR NAME** on the top left side of each page, and enter **YOUR EMAIL ADDRESS** underneath so we may contact you.
6. On the line below your name and email address, please type the **WORD COUNT** of your story. Then add another line for the name of your school, your teacher and teacher's email address.
7. On the first page, skip down about half the page and **CENTER** the title of your story.
8. Just below the title, also **CENTERED**, write your **NAME** or **PEN NAME**, "By ____"
9. Skip 3 more lines, then start your story. **JUSTIFY LEFT** with ragged margins on the right side.
10. Use your **TAB** key once to indent the **FIRST LINE** of each paragraph.
11. When your entire story or poem is finished, skip one line and then write **THE END** in all capital letters, **CENTERED**.
12. No foul language, inappropriate slang, violence, hate speech, erotic content, or inappropriate word choice will be tolerated. Your entry will be disqualified if you ignore this.
13. 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!