

CHECKING YOUR MANUSCRIPT

1. General presentation and layout:

- 🍏 Have I typed or word-processed it?
- 🍏 Have I used a font such as Times New Roman or Arial, size 12pt?
- 🍏 If it is in prose, is it double-spaced? If it is a poem, is it single-spaced?
- 🍏 Have I proof-read my work with care, to make sure there are no spelling / typographical errors? (Or have I asked someone else to proof-read it?)
- 🍏 Have I been consistent in my use of punctuation, especially speech marks?
- 🍏 Is my work neatly presented and free from any hand-written changes?
- 🍏 Have I used generous margins (3cm at least, all round)?
- 🍏 Have I put the title of my work on the first page (and also in the footer on each page)?
- 🍏 Have I used a page numbering system (which excludes the title page)?
- 🍏 Have I submitted my work on A4 paper, on one side of the page only?

2. Paragraphing:

- 🍏 Have I begun the first page one third of the way down?
- 🍏 Have I indented each paragraph by five characters (or by using the TAB key), except for the first paragraph, which should NOT be indented?
- 🍏 Have I checked that I have not placed the first one or two lines of a paragraph at the bottom of a page? Or the last one or two lines at the top of a page?
- 🍏 Have I used line breaks to indicate a change of time, action or place?
- 🍏 Have I typed 'THE END' on the final page?

3. Collating your work:

- 🍏 Have I attached the pages using a paper-clip and NOT a staple?
- 🍏 Have I kept my work within the specified word count?
- 🍏 Have I attached an appropriate cover sheet? (see Rules)
- 🍏 Have I checked the submission date?
- 🍏 Have I attached the appropriate sealed envelope, for identification purposes? (see Rules)
- 🍏 And finally, have I kept a copy of my entry?