COVER SHEET
Please name your cover sheet file as below:

Cover Sheet – (story title -only first 20 letters) – (author's name)

e.g. Cover Sheet – Beyond All Reason – William Smith

Contents of the cover sheet should be formatted as follows (allow at least one blank line between information lines – more if you desire). Please center each line. Format the due date as month day, year; e.g., June 5, 2013. The number of words doesn't count the title.

(story title)

By

(author's name)

(author's email address)

(Genre)

(date entry is due)

Word Count: (#)

STORY/POEM
Please name your story/poem file as below:

(full title)

e.g. Beyond All Reason

In the upper-right corner of only the first page, enter the word count as:
Word Count: (# of words)
(do not count the title)

Each page must be numbered at the bottom (any position across the page is okay)
Be sure to not allow a blank page to follow the end of the story.

THE COORDINATOR WILL SEND YOU A REMINDER TO CORRECT ERRORS IN FILE NAMING AND FORMATTING.

Thank you.