**The Dame Rose Tremain Short Story Competition: Checklist for Submissions**

Thank you for your interest in entering the Dame Rose Tremain Short Story Competition.

Before writing, please note the submission guidelines regarding format, naming your file, page numbers and word count. Before emailing your entry, please tick each of the following boxes to ensure you have met the guidelines. If not, your work will not be read or considered for the prize**. Please hand Ms Shevah a paper copy of this form.** You can then email your short story to Ms Shevah at [shortstoryprize@fhs-sw1.org.uk](mailto:shortstoryprize@fhs-sw1.org.uk) .

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| Stop outline | My word count is not lower than 1,000 words and not higher than 5,000 words. |
| Stop outline | My story is written on a Word document (.doc or .docx) and not on Pages/odt. |
| Stop outline | My Word document is named FIRSTNAMELASTNAME. |
| Stop outline | My story has a title at the top of page 1 along with my name and year group. |
| Stop outline | I have used size 12 font and the lines are double spaced. |
| Stop outline | Dialogue is indented with a new line for each speaker and speech marks (unless their omission is a stylistic choice). |
| Stop outline | I have included page numbers at the bottom of each page. |
| Stop outline | I have checked my piece for spelling, punctuation and grammar errors. |





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| Stop outline | It is unfair on others to cheat in any way. Please confirm this story is all your own work.  Declaration: This short story is all my own work. No one has written this for me or helped me write it (except to check spellings and grammar). Please tick the box on the left and sign your name on the line below: |