

# Unpublished Short Story Preliminary Judging Submission Guidelines

## Deadline for Submissions: December 31, 2016

Writers may submit more than one story, but a separate submission fee and entry form must accompany each entry. The short story contest is open to San Diego County residents only. All submissions remain the literary property of the writer. Incomplete entries or entries received after the deadline will not be judged. Submissions received with postage due will be discarded and not judged. Entry fee for each short story submitted is \$15.00

We start accepting unpublished submissions October 1, 2016.

Manuscripts submitted for the San Diego Book Awards short story category must follow these guidelines:

- \* No longer than 5,000 words.
- \* Be original.
- \* Must not be previously published.
- \* Three copies of the story submitted.
- \* One cover page. The cover page should have the title of the work, the word count, the writer's name, address, phone number, and email address.
- \* The writer's name and contact information may not appear anywhere but on the cover page and entry form.
- \* Self-addressed stamped envelope (SASE) large enough and with sufficient postage for return of judges' comments and manuscripts. **If the SASE is not included, entry will be discarded after judging is completed.**
- \* Write the entry category on outside of entry envelope.
- \* Completed and signed entry form and payment for each entry must be included.

**Manuscript preparation guidelines:**



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- \* Standard Word margins - 1" top and bottom, 1 1/4" each side. Double-space between all lines. Only one double space between paragraphs. Indent paragraphs five spaces. White paper only. 12 pt. font (Times New Roman, Times, or Courier) on one side of 8 1/2" X 11" paper. Do not include any artwork. One line header on each page starting with page 2: Title and Category on left side, page number on right side. Remember a "header" is at the top of the page.
- \* Entrants name **MUST NOT** appear on any of the pages of the manuscript. Points will be deducted if your name appears on the manuscript pages. Your name may appear only on the entry form and cover page.
- \* The pages should be held together with a larger paper clip or rubber band. Do not staple, put in a notebook, or bind in any way.

### **Submitting:**

- \* Three copies of each manuscript must be submitted.
- \* Entry form: A completed, signed, and dated entry form, with entry payment (\$15.00 per entry) made payable to San Diego Book Awards, must accompany each submission.
- \* Write the submission category on the outside of the mailing envelope.
- \* Mail to: San Diego Book Awards, PO Box 6487, Oceanside, CA 92052-6487
- \* Notification: Finalists will be notified in advance of the awards ceremony that will be held in June 2017. All finalists and category winners will be honored at the awards ceremony. Winners and finalists will be promoted on the San Diego Book Awards web site:

[www.sandiegobookawards.org](http://www.sandiegobookawards.org).

**DEADLINE: All unpublished short story manuscripts, entry forms, and entry fees must be received by 12/31/16.**

