



The Zebulon Checklist

Deadline: Entries must be received **by 12:00 PM (Noon) MST, November 1, 2019.**

Final Checklist for Entering the Contest:

- I have gone to <https://contest.pikespeakwriters.com/> and created an account.
- I have gone to <https://contest.pikespeakwriters.com/> to enter my entry/entries.

For novel-length entries:

- I have reviewed the Synopsis Formatting Checklist (below).
- I have uploaded a **Synopsis** of up to 500 words in length.
- I have reviewed the Manuscript Pages Formatting Checklist (below).
- I have uploaded my **Manuscript Pages** consisting of the first 2500 words. (Manuscript Pages can begin with a prologue if the manuscript has one. Otherwise, Manuscript Pages must begin with Chapter One and should not exceed 2500 words.)

Or for Short story entries:

- I have reviewed the Short Story Formatting Checklist (below).
 - I have uploaded my **Short Story** consisting of a maximum of 5000 words.
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- I have indicated that I want up to two critiques at a fee of \$25 per critique. (Skip this if no critiques are desired.)



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- Neither my name nor any personally identifying information appears in the Synopsis, Manuscript Pages or Short Story, **or filenames.**
- I have gone to <https://contest.pikespeakwriters.com/pay.php> to pay via PayPal. Fee is \$25 per entry. A fee of \$25 is also charged per requested critique.

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Synopsis, Manuscript Pages, and Short Story Checklist:

- Documents must be in .doc or .docx format.
- Documents are **double-spaced.**
- Documents have ragged right margin. (That's left justification, not center, right, or full justification except title and chapter headings, which may be centered.)
- Documents have one-inch margin all around (top, bottom, left, and right).
- Submission must use 12-pt. Courier New or 12-pt. Times New Roman font only. (Be aware that many word processors do not default to these fonts.)
- Pages must be numbered.
- Headers may include title and page number, but not the name of the author.
- **Remember to adapt your header so that no reference to your name or other personally identifying information is included.**
- **Remember to remove any references to your name or other personally identifying in your uploaded filenames.**