John Ingrisano Prize Submission Instructions

Eligibility:

1. The 2024 John Ingrisano Prize is open to **all UNG students from all campuses.**
2. Submissions must be *original*, *unpublished*, and previously *un-awarded work*.
3. Entrants may submit only one piece to each category per contest year.

Deadline: Midnight, February 3, 2024. Submissions received after this date will automatically be ineligible.

AWARDS: Each award carries a cash prize, a certificate, and publication in *The Chestatee Review*. Winners will be notified by email, and the award will be presented at the Honors Day awards ceremony.

Contest Categories:

> *Creative Non-Fiction:*　　　　*(Maximum, 5000 words)*
> *Fiction (no sci-fi or fantasy):*　*(Maximum, 5000 words)*

Contest Guidelines and Manuscript Format: Failure to adhere to the following manuscript format will result in disqualification.

- *Do not* place your name anywhere on the manuscript entry.
- Only Word files (.docx) will be accepted.
- Font: 12 pt., Times New Roman, black.
- Margins: 1 inch.
- Line spacing: double.
- White background (no colors, photos, graphics, or images).
- Page size and layout: 8-1/2 by 11; portrait orientation.
- First page: Title and prize category (Fiction, Nonfiction) should appear in the upper left corner.
- Excerpts from novels or novellas should include a one-page synopsis.
- Do not expect feedback (i.e., suggestions for improvement).
- Submit a standard submission form. (See the SSF explanation below.)

Submission Rules: Failure to adhere to any of the submission guidelines will lead to disqualification. **Send *one entry* for each award to the Chairperson of the award committee: Kendra Sanderson, Kendra.sanderson@ung.edu**

Judging Criteria: A faculty committee will judge the entries, considering the following:

- Originality of the concept
- Effectiveness of expression
- Mechanics: Genre conventions, structure, grammar, spelling, etc.

Standard Submission Form (SSF): There is no template for the SSF; you create the document yourself (see below) and send it as a separate attachment. The entry and SSF *both* must be sent as attached Word documents (*.docx*). The SSF is used for identification purposes by Kendra Sanderson only. Judges never know the identity of any author; they see only the blind entry document.

IMPORTANT: Name the document files by title: i.e., *Title.docx* and *SSF-Title.docx*

Example: If the entry title is "Moon Fire," the document file should be named *Moon Fire.docx*. (This is the document that will be sent to the judges.) The SSF should be named *SSF-Moon Fire.docx*. (This is the document that will be seen only by Kendra Sanderson.)

The SSF must include the following information:

- Author's name
- Author's 900 number
- Fifty-word biography
- Prize category (Fiction, Nonfiction)
- Title of entry
- Word count
- Named the document: SSF-Title.docx

Attach the entry document and your SSF document to an email addressed to Kendra Sanderson, Kendra.sanderson@ung.edu.. Your entry must include the following in the body of the e-mail:

- Subject line: 2024 John Ingrisano Prize
- Your name, phone number, prize category, and title

Example:

Dear Kendra Sanderson,
I have attached [Title] for the [Prize Category] and the corresponding SSF.
Thank you,
[Your name]
[Your phone number]

For questions, please contact Kendra Sanderson, Kendra.sanderson@ung.edu.