**City Arts & Nottingham Writers’ Studio Writing Competition 2017-18**

**Entry Form**

Information given will only be used for administering the City Arts at 40 Writing Competition.

You MUST ensure that no identifying information other than the title is included on each entry.

|  |  |
| --- | --- |
| Name |  |
| Address(inc postcode) |  |
| Entry category | Child 12-16 / Young Adult 17-25 / Adult 25+ (delete as applicable) |
| Email address |  |
| Telephone number |  |
| Title(s) of entry/entries |  |
| Entry fee |  |
| Paypal transaction ID OR cheque number |  |

If entering by post, you only need to print off the above table

**Rules and conditions of entry – summary (see website for full rules and conditions)**

**Please ensure you read the rules carefully before entering the competition**

**Entry implies acceptance of all the rules and failure to comply may result in disqualification**

**General**

Each entry must be 2000 words maximum (not including title), there is no minimum.

All entries are judged anonymously:  do not include your name on the document(s).

All entries should be on the theme of “Forty”. You can address this theme in any way you like.

You may submit up to four entries on payment of the appropriate fee.

The deadline date for entries is 11.59 pm (UK time) on 1st March 2018.

**Eligibility**

* All entries must be in English.
* Entries must be entirely the work of the entrant.
* Entries must never have been published, or winning or placed in any other competition.
* Simultaneous submission is not allowed.
* Entrants must not be employed by or regularly undertake voluntary work for for City Arts or NWS.

**Fees**

* The fees are as follows: £4 for 1 entry, £7 for 2 entries, £10 for 3 entries, £12 for 4 entries.
* For students (FE or HE), schoolchildren, unwaged, or senior citizens (65+): first entry free, £4 for 2 entries, £7 for 3 entries, £10 for 4 entries.
* Anyone who attends one or both of the NWS short story workshops will receive one free entry, after which fees are as above (i.e. first entry free, £4 for 2 entries, £7 for 3 entries, £10 for 4 entries).
* For online entries, pay via PayPal at [forty.city-arts.org.uk/write](#http://forty.city-arts.org.uk/write) and write the transaction ID on the entry form.
* For postal entries, enclose a cheque made payable to **City Arts**.

**Entry Format**

* Entries must be in English, typed and double-spaced.
* We prefer email entries, but if you would rather submit a postal entry, it must be printed single sided, with pages numbered and fastened with a staple. Each entry must start on a new sheet.
* Entries must show no name, address or identifying marks other than the title.
* The filename of each online entry must be the title of the entry, and it must be either a .doc, .docx, .rtf, or .pdf file.

**Receipt of entry**

* Postal entries - enclose a stamped addressed postcard marked 'ACKNOWLEDGEMENT' if you require acknowledgement of receipt of your entry.
* Online entries are confirmed by the email receipt of your payment to PayPal plus an email from the competition administrator.

**Results**

* To receive the full results in April 2018 - enclose an A5 stamped addressed envelope marked 'RESULTS'.
* We are only able to contact those entrants who have won or been highly commended in the competition, and we will do so by mid-April 2018.

**Copyright**

* Worldwide copyright of each entry remains with the author, but City Arts and Nottingham Writers’ Studio will have the unrestricted right to publish the winning poems and stories, (including Highly Commendeds), in the anthology and any relevant promotional material.

**Judging**

* The judges' decision is final and no individual correspondence can be entered into.
* Judging is fair and unbiased. Experienced readers assist the judges in selecting the shortlists.

**Prizes**

* After payment of the judges’ fees, administration costs, and a small donation to the “City Arts at 40” fund, the entry fees will be divided equally between categories and then as follows:
* First prize: 40% of the fund (expected to be between £75 and £220)
* Second prize: 30% of the fund (expected to be between £55 and £165)
* Third prize: 15% of the fund (expected to be between £30 and £80)
* Nottinghamshire resident: 15% of the fund (expected to be between £30 and £80)
* An entrant may only win one prize. In the case where an entrant is awarded more than one prize, the highest value prize will be awarded and the other entry/entries will be withdrawn.
* A further 28 entries will be awarded ‘highly commended’ by the judges. There is no prize for these.
* All the prizewinning and highly commended entries will be published in an anthology, to be available as print-on-demand or a free ebook.