



Written Submission Instructions

Submission

Once your school is registered, we will accept submissions from 6th November 2018 to 18th January 2019. To submit your student's work, please follow this Step-by-Step Guide. Please do not insert pictures, backgrounds, borders, etc. They will not attribute to extra marks as we are only interested in the student's writing. The HKYWA team will manage the publishing process and ensure the entries look attractive and consistent in the final publications.

Step-by-Step Guide

- In word document format by attaching them to one e-mail addressed to: hkywa2019@ppp.com.hk with a max of 10 entries per teacher
- The word documents must be 10 point Times New Roman and have single line and word spacing
- The entries must only feature the title and written text of the students' work – no student/teacher names or school name is required
- Each word document attached must have a very specific filename. School Name, Student's name, Category & Group.doc e.g. Carmel Pak U Secondary School, Gabrielle Tse Mei Ying, Fiction Group 4.doc

Writing the Submissions

- All submissions must be based on the topic – New Tales of the Ming Treasure Voyages
- Please take note of the relevant age groups, word limits and ensure all submissions are original works
- Please follow the links below for detailed information
 Categories & Groups: www.hkywa.com/about-the-competition/award-categories
 Word Limits: www.hkywa.com/about-the-competition/word-limits
 Judging Criteria: www.hkywa.com/about-the-competition/judging-criteria
- Please make sure to include spaces and commas
- Teachers must also attach a completed 'Submission Form' spreadsheet with information about every entry they are submitting. (Excel document attached) These details include: School Name, Student First & Last Name, Student Age, Submission Title, Category and Group, Teacher Name and Filename e.g. Hong Kong School, Daniel Tan, Fiction Group 3.doc

	School Name	First Name	Last Name	Age	Submission Title	Category and Group	Teacher Full Name	Filename
Example	Hong Kong School	Daniel	Tan	8	New Journeys to the West	Fiction: Group 3	Ms. Vanessa Childs	Hong Kong School, Daniel Tan, Fiction Group 3.doc
1								
2								
To ensure the information is 100% accurate, please type in the required information in the yellow highlighted sections.								
Please only copy and paste the Filename using the format School name, Student's name, Category & Group.doc								

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