

Written Submissions Instructions

Submission

Once your school is registered, we will accept submissions from 1st November 2021 to 21st January 2022. 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

- Submit entries in Word document format by attaching them to one e-mail addressed to: hkywa@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 – Tales from the Mogao Grottoes.
- Each student can only submit either literary or cover art entries.
- 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/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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