

## Written Submissions Instructions

### Submission

Once your school is registered, we will accept submissions from 1st November 2023 to 16th January 2024. 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 *from the teachers registered email*, 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 – New Tales of China's Inventions.
- **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/](http://www.hkywa.com/about-the-competition-award-categories/)  
Word Limits: [www.hkywa.com/about-the-competition/word-limits](http://www.hkywa.com/about-the-competition/word-limits)  
Judging Criteria: [www.hkywa.com/judging-criteria/](http://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 Chinese Name English Name & Last Name (Please follow format as it will be on the certificate)** Student Age, Submission Title, Category and Group, Teacher Name and Filename e.g. Hong Kong School, Hong Tai Daniel, Fiction Group 3.doc

	School Name	First Name	Last Name	Age	Submission Title	Category and Group	Filename	Teacher Full Name	Teacher E-mail address	Teacher Phone Number	School Address
Example	Hong Kong School	Hong Tai Daniel	Tan Daniel	8	New Tales of Judge Pao	Fiction: Group 3	Hong Kong School, Daniel Tan, Fiction Group 3.doc	Ms. Vanessa Childs	vchilds@ppp.com.hk	69786262	Unit 713, Level 7, Core E, 100 Cyberport Road, Hong Kong
1											
2											

To ensure the information is 100% accurate, please type in the required information.

Please only copy and paste the Filename using the format School name, Student's name, Category & Group.doc

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