



The Cécile E. Mactaggart Travel Award for Narrative Writing Undergraduate Student and Faculty/ATS Instructor Competition

Essay/Short Story Formatting Rules

Entries not conforming to these formatting rules will be disqualified without notice.

- 1) Use a 12-point font, no script fonts.
- 2) Margins must be 1.5 inches (3.81 cm) on all four sides
- 3) Line spacing must be 1.5
- 4) A title and page number must appear at the top right of every page (i.e., use a header with a title and page number)
- 5) Length of the essay/short story must be 2,500-3,500 words (including footnotes, if warranted). Word count does NOT include the title, or author's name. Word count must be given at the end of your essay/short story (for example: Word Count 2,942).
- 6) No identifying information such as your name or ID number should appear on any of the pages of your submission. The only place your name and ID should appear is on the separate application form.
- 7) One (1) electronic copy of your essay/short story must be submitted as a Word document. JPEG files or documents in any other formats are not acceptable. Please check the settings on your computer.
- 8) One (1) electronic copy of your application form/declaration must be submitted as a Word file. JPEG or PDF files are not acceptable. Please check the settings on your computer.
- 9) Hard copies will not be accepted for adjudication. Entries received as hard copy with no accompanying electronic copy will not be accepted or adjudicated.