

Cécile E. Mactaggart Award for Narrative Writing Faculty and ATS Entry Checklist

<input type="checkbox"/>	12-point font
<input type="checkbox"/>	No script fonts
<input type="checkbox"/>	1.5" (inch) margins on all 4 sides
<input type="checkbox"/>	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)
<input type="checkbox"/>	Length of the essay/short story must be 2,500-3,500 words. Word count must be given at the end of your essay/short story
<input type="checkbox"/>	No identifying information such as your name or ID number should appear on any of the pages of your submission.
<input type="checkbox"/>	The only place your name and ID should appear is on the separate application form.
<input type="checkbox"/>	One (1) electronic copy of your essay/short story must be submitted as a Word document or PDF file
<input type="checkbox"/>	Application form completed on Google Forms , entry uploaded in Word or PDF file. JPEG files not accepted.