

**SUBMISSION CHECKLIST**

Before you and your teacher submit your poem, please use this checklist to ensure your poem isn't disqualified for not following the guidelines and rules below:

\_\_\_\_\_ Your entry is typed, or computer generated.

\_\_\_\_\_ Your entry has the division (Junior for Junior High, Senior for High School) noted on the upper left-hand corner – both copies.

\_\_\_\_\_ The ID copy of your entry has your name, grade, school, school address and teacher's name in the upper right-hand corner.

\_\_\_\_\_ Your poem is no longer than 35 lines (spaces included) and contained on one page.

\_\_\_\_\_ Your poem does not contain more than 60 characters (spaces included) in one line.

\_\_\_\_\_ Your poem is printed in Times New Roman font, size 12. (Nothing fancy)

\_\_\_\_\_ Your poem does not contain any illustrations.

\_\_\_\_\_ The ID copy of your entry contains the declaration of originality appearing at the bottom of the page.

\_\_\_\_\_ Your declaration of originality is signed by you, the student on the ID copy ONLY.

We look forward to reading your poem!

Best Wishes,

Mary Beth Bretzlauf  
Illinois State Poetry Society  
Manningham Chairperson

Manningham Trust Competition - Checklist and Template - Illinois State Poetry Society

DIVISION

**ID COPY example**

STUDENT NAME

SCHOOL NAME

SCHOOL ADDRESS

STUDENT'S GRADE

LANGUAGE ARTS/ENGLISH TEACHER

POEM TITLE (or 'UNTITLED') (Can be entered or aligned left)

BODY OF POEM

Poems must be:

No more than 35 lines including space lines (this is double spaced – so two lines)

Lines should have no more than 60 characters including spaces and punctuation

Times New Roman size 12 Font (This is Times New Roman size 12 font)

Poems can be:

Aligned left

**Or**

Aligned Center

(Winning poems are scanned for the award anthology – unusual and/or large fonts impedes the progress which is also why poems should be no longer than indicated above)

**THE MOST IMPORTANT ITEM:**

Each entrant must make a declaration of originality that appears on the bottom of the ID Copy only. This is an acceptable example:

I certify this poem is my original work and has not been copied in whole or part from any author's poems in print or posted on the Internet.

Signed: \_\_\_\_\_

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**BLIND COPY example**

POEM TITLE (or 'UNTITLED')

BODY OF POEM

Poems must be:

No more than 35 lines including space lines (this is double spaced – so two lines)

Lines should have no more than 60 characters including spaces and punctuation

Times New Roman size 12 Font (This is Times New Roman size 12 font)

Poems can be:

Aligned left

**Or**

Aligned Center

NO SIGNATURE IS REQUIRED FOR BLIND COPY