

Before You Submit:

_____ **Eligibility:** I meet all eligibility requirements (e.g., grade level, residency, etc.). *(Specify the requirements if you know them)*

_____ **Originality:** My essay is an original, unpublished work and does not infringe on any copyright.

_____ **Prompt:** My essay directly and thoughtfully addresses the contest prompt. *(Include the prompt here if you know it)*

_____ **Word Count/Page Limit:** My essay adheres to the specified word count or page limit. *(Specify limit if you know it)*

_____ **Formatting:**

_____ Typed and double-spaced (unless otherwise specified).

_____ 12-point font (e.g., Times New Roman, Arial, Calibri) or specified font.

_____ 1-inch margins (unless otherwise specified).

_____ Page numbers included (if required).

_____ **Anonymity:** My name and identifying information are *not* included in the body of the essay (unless otherwise specified). *(Check contest rules for anonymity guidelines)*

_____ **Citations:** All sources are cited correctly using the specified citation style (e.g., MLA, APA, Chicago). *(Specify style if you know it)*

_____ **Title Page (if required):**

_____ Full Name: _____

_____ Grade Level/School (if applicable): _____

_____ Email Address: _____

_____ Phone Number (if applicable): _____

_____ Essay Title: _____

Essay Content:

_____ **Clarity and Focus:** My essay clearly addresses the prompt and maintains focus.

_____ **Content and Depth:** My essay demonstrates depth of thought and provides sufficient evidence/examples.

_____ **Organization and Structure:** My essay has a logical flow and clear structure (introduction, body, conclusion).

_____ **Voice and Style:** My essay reflects my authentic voice and is engaging.

_____ **Grammar and Mechanics:** My essay is free of grammatical errors, spelling mistakes, and punctuation issues.

Submission:

_____ **File Format:** Essay saved as a PDF or specified file format. *(Specify format if you know it)*

_____ **File Name:** YourLastName_YourFirstName_EssayTitle.pdf (or specified naming convention).

_____ **Submission Method:** Submitted via online platform, email, or mail. *(Specify method)*

_____ **Submission Deadline:** _____ *(Date and Time)*

Confirmation:

_____ I have carefully reviewed all contest rules and guidelines.

Date: _____