

Submission Guidelines and Style Guide for Contest Entrants

Submission Guidelines

We prefer Times New Roman, 12-point font, with 1.5 line spacing and standard margins for all submissions. Use left margin justification. Indent new paragraphs.

On the upper left corner of page one, include the title of your piece, your name, and the number of words. (Identifying information will be removed by the Contest Coordinator before the entry is forwarded to the Contest Judge.)

If you have questions, or to submit, please contact the Contest Coordinator at stephbethnickel@gmail.com

Style Guide

1. Use Canadian spelling and punctuation.
2. “InScribe” is to be capitalized this way.
3. Use the serial comma (aka the Oxford comma) when including a list of three or more items.
4. There should be a comma before "and" only if what follows is a complete sentence.
5. There should be a comma before "but" only if what follows is a complete sentence. If you want to emphasize what follows, use an em dash before "but" rather than a comma. (You can create an em dash in Word by typing two hyphens, typing the next word, and then hitting the space bar.) When using an em dash, leave no space before or after it.
6. Numbers greater than ten, should be written as follows: 11, 110, 1,100, etc. If there are several numbers including those greater than ten in a single sentence or paragraph, those less than 11 can be written as follows for uniformity: 2, 4, 6, etc.
7. Percentages should be written as follows: 10%, 50%, 100%, etc. Although “10 percent” is the traditionally accepted form, “10%” is now more common and may be seen as “less pretentious.”
8. Dates should appear as follows: October 18, 2021, or October 18.
9. When a number is at the beginning of a sentence, it should be written as a word/words. For example, “First Corinthians is my favourite New Testament book,” “Nineteen fifty-five was a great year,” and “Twenty dogs are playing at the dog park.”
10. Add a comma after province and state names if a city is also included. For example, "Jasper, Alberta, is one of my favourite places to vacation."
11. Do not place punctuation after a web address/URL, even if it's at the end of a sentence.

12. “Nonfiction” and “coauthor” are not to be hyphenated.
13. If it is your style to include incomplete sentences, feel free to do so. However, too many may be problematic for readers.

Important Copyright Information

1. Include the copyright information as found on a site such as Bible Gateway.
<https://www.biblegateway.com/versions/> for all scriptures quoted. (Copyright info is not to be included in the word count.)
2. Unless quoted content is in the public domain, written permission is required from the copyright holder. Citing the website where the content was found is often not sufficient. There are exceptions, however. For example, a brief quote can be used when reviewing a book. (While Fair Use provisions may apply, it is always best to secure written permission.)
3. Speaking of the Internet, just because a quote is widely circulated doesn't mean those who do so are not in breach of copyright.
4. A contributor is NEVER to use any portion of a poem or song unless that contributor holds the copyright or has written permission from the individual who does.