

This corner is where the entry number sticker goes. It will look something like this:

151-NA1

Preparing JACC Entries

GENERAL GUIDELINES

FOLLOW THE RULES TO AVOID DISQUALIFIED ENTRIES

Instructions are at: <http://www.JACConline.org>. There are separate instructions for each category. There are lots of instructions and rules.

1. I ENTER WHAT WHEN??? HUH???

Entries for the spring state convention, usually due in late December or early January, should be from the previous *calendar* year. Entries for the regional conferences, usually due in June, should be from the previous *academic* year. Thus, it is OK to submit the same entry to a regional and a state conference, but not to two state (or regional) conferences.

2 YO! WHAT'S MY NUMBER?

JACC will provide you a unique number to print on a label and attach to each entry, to be placed in the upper right corner of a vertical sheet. The first three digits represent the college ID; the following digits represent the category.

3. TWO IS THE MAGIC NUMBER

Most categories allow two entries from each school per category. They can be from separate students or from the same student. You don't have to submit two entries, per category, however. You can submit one or none.

4 CUT OFF THEIR HEADS

Remove the headlines from stories. It is OK to leave bylines on stories, in fact, in is encouraged.

5. SIZE MATTERS

Most entries will be glued to vertical white typing paper, 8.5 inches by 11 inches. No psychedelic orange. No card stock. This page is an example of a vertical page. (Some entries are not cut and glued, but are submitted as tear sheets.)

6. THE STICKY STUFF

Adhere entries to the white paper with rubber cement or glue sticks. No tape, no staples, no chewing gum.

7. WANTED: CAPTIONS

All photos need a cutline (caption).

8. ENTRY FORMS REQUIRED

You must fill out an entry form along with your entries. It must be complete with names spelled accurately, as this is the spelling that will go on the awards. Print a copy to include in the packet you mail in, keep one for your records, and send an electronic copy to JACC, as per the instructions.

9. BE ORDERED

Place entries in your box or mailing envelope in the order they appear on the entry form.

10. NOTHING IS FREE

A contest entry fee is required. It is sent to a different address than the entries. The check is sent to the JACC treasurer, in care of the JACC post office box. The entries are sent to the mail-in coordinator.

NOT ALL CONTEST CATEGORIES HAVE THE SAME RULES, SO YOU MUST READ ALL THE INSTRUCTIONS FOR EACH ENTRY. SOME OF THE EXCEPTIONS ARE:

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1. COLUMN ENTRIES ARE DIFFERENT

Column writing requires two columns per entry. Two entries are allowed.

2. IF YOU WANT TO BE EXCELLENT

General excellence requires three consecutive papers per entry. Only one entry is allowed.

3. WE LIKE TO CONFUSE

- Some entries should be pasted on 8.5 x 11 plain, white typing paper. (Usually stories and photos.)
- Some entries should be submitted as tear sheets (Usually graphics and layout, even if the graphic doesn't take up the whole page.)
- One entry – General Excellence -- should be submitted as three whole consecutive issues.
- To confirm how to prepare each category, check each entry's instructions.

4. OMG, IT'S SOOOOO BIG!

- If a story entry is too long to fit on an 8.5 x 11 sheet of paper, use two or more pages stapled together and label the entry like this: 1 of 3, 2 of 3, 3 of 3, along with the regular label.
- If a photo is too large to place on an 8.5 x 11 vertical sheet, then either (a) glue part of the photo to the vertical sheet and neatly fold the rest of the photo to fit on the page, or (b) glue the photo horizontally, but place the label in the upper right hand corner of the vertical page.