

# Frequently Asked Questions (FAQ's)

We hope you'll find all the information you need below, but if you have a query that's not covered here, please don't hesitate to get in touch with us.

For account and submission enquiries email [victoria@bridportprize.org.uk](mailto:victoria@bridportprize.org.uk)

For all other enquiries email [kate@bridportprize.org.uk](mailto:kate@bridportprize.org.uk)

We'll be pleased to help!

Questions are listed under the following headings:

- General questions
- Entering online
- Entering by post
- Judging
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- Poetry questions
- Short story questions
- Flash fiction questions
- Novel award questions

## General questions

**Q: Can I make changes to my entries after they have been submitted?**

A: No, changes cannot be made to entries after they have been submitted (see our rules). If you want to submit a more recent version of your entry you will need to enter again and pay another entry fee. We can withdraw your original entry if you ask us to do so.

**Q: Do you accept entries as email attachments?**

A: No. You can submit online or by post only

**Q: How will you know which entries are mine if I don't write my name on them?**

A: Postal entries are coded by administrative staff so that they can be judged anonymously and are then matched back to your entry form once the judges have made their decision. Online entries automatically receive a number when uploaded which is connected to your personal details.

**Q: Are simultaneous submissions allowed?**

A: Yes, though if you submit your entry to other competitions or publications at the same time, it is on the understanding that you will immediately withdraw it from the Bridport Prize if it wins elsewhere first. Equally, if you win a prize with us you should withdraw from all other competitions (refunds will not be made).

**Q: Can I enter more than one poem, short story, flash fiction or novel?**

A: You may enter any number of poems, short stories, flash fiction stories or novels in each category.

Q: Can I use a pen name?

A: We do allow pseudonyms although we ask that entries be made using your real name. When the winners are selected we will check how they wish to be known when published in the Bridport Prize anthology, in press releases and on our website.

Q: Must entries be unpublished?

A: Yes. Entries that have already been published are not eligible. However, novels that have been previously self-published are eligible for submission to the novel award. Please see Novel questions and Rules for full details

Q: Does having a poem or story on my own blog count as previous publication?

Q: Yes. It would not be eligible.

Q: Can I send the same poem, story, flash fiction or novel that I entered in last year's competition?

A: Yes.

Q: I accidentally left my name or contact details on my entry. Will it be disqualified?

A: Yes. You would need to re-submit (refunds will not be made).

Q: Can I check you received my entries?

A: If you'd like confirmation of your postal entry please include an SAE with your submissions and entry form. This will then be posted back to you. Online entries will be confirmed by email shortly after you submit, by both the payment provider and the Bridport Prize. Due to volume of entries we are unable to check arrival in any other way.

Q: Will you return my entries after judging?

A: No, entries are not returned. Make sure you keep a copy.

## Entering online

*Please note – although the look of the website is very different, the back end has not changed so if you have already set up an account, it will still work. You can log into your account using the same log-in details as usual.*

Q: How do I send an entry via the website?

A: You will need to register on our website to set up an account. After clicking on the 'enter online' button, follow the instructions.

Q: How do I upload my entry?

A: Once you have added your entry to the shopping 'basket', proceed to checkout where there is the facility to upload your submissions.

**Q: What kind of file or format should I use for uploading my entry?**

A: Allowed file types are .doc, .docx, .rtf, .wps, .pdf, .txt. Maximum allowed file size is 2Mb

**Q: Can I cut and paste my entry?**

A: No, your entry will need to be a file type (as above) and be uploaded when you go to the checkout.

**Q: I have requested a new password but have not received this by email?**

A: Please check your junk or spam folder as our emails may have gone there.

**Q: I have registered for a new account but have not received my password by email?**

A: Please check your junk or spam folder as our emails may have gone there.

## Entering by post

**Q: How do I send an entry by post if I have not got a printed entry form?**

A: You can download and print an entry form from our website or email [kate@bridportprize.org.uk](mailto:kate@bridportprize.org.uk) to receive one by post.

**Q: In your rules you state that entries should be securely fastened. How should I do this?**

A: We ask that stories and novels be stapled together at the top left corner. If your novel extract is too thick to staple, please use paperclips. Should a flash fiction or poem run to two pages, please staple them together.

**Q: I sent my postal entry very close to the deadline. What if it doesn't reach you in time?**

A: Entries postmarked on the date of the deadline 31 May 2018 will be accepted. Late entries are not accepted.

**Q: I wish to pay cheque. Who should it be payable to?**

A: Cheques and postal orders should be payable to 'The Bridport Prize'. Please write your name and address on the back.

**Q: I am entering from overseas. How can I pay the entry fee?**

A: We do not accept overseas cheques, bankers drafts (Western Union etc) or transfers. Your options are:

- a) enter via our website using a credit or debit card
- b) enter by post – there is a section on the entry form for credit /debit card details
- c) send cash (although this is not secure and not always allowed by some countries) either in sterling, US \$ or € (notes only and to the nearest equivalent sterling amount for each fee).

**Q: Can I pay with cash?**

A: You can, but we do not recommend it.

## Judging

**Q: When will the competition winners be announced?**

A: Competition winners are informed during September. The first official announcement will be made at the prize-giving on Saturday 20<sup>th</sup> October 2018. Check the website after 22<sup>nd</sup> October 2018 to see the results or send an SAE for the list of winners and judges' reports.

**Q: Does the Bridport Prize sift the entries before they send them to the judges?**

A: Yes, we receive too many entries for our named judges to be able to read them all. Our judging is fair and unbiased. Experienced readers assist the named judges in selecting the shortlists headed by Candy Neubert for poems, Helen Chaloner for short stories, Jon Wyatt for flash fiction and Harry Gallon for novels.

**Q: Will the judges comment on my work?**

A: No, Judges are unable to comment on individual entries

## Security

**Q: Do you pass on my personal details to anyone else?**

A: In accordance with the Data Protection Act 1998, your details will be held on a secure database and will not be released to any third party without your explicit and written consent. We may contact you by email once or twice a year with details of the next year's competition and any other relevant information that may be of interest to you.

**Q: What happens to my entries after they have been judged?**

A: All entries sent by post and entries printed for those entering via the website are returned to Bridport Arts Centre after judging and are then shredded by a security company.

**Q: Does copyright remain with me?**

A: Worldwide copyright of each entry remains with the author, but the Bridport Prize will have the unrestricted right to first publish the winning and highly commended poems, short stories and flash fiction in the annual anthology and any other relevant promotional material.

**Q: Can I change my personal details e.g. e-mail address?**

A: Yes, login to [www.bridportprize.org.uk](http://www.bridportprize.org.uk) and click on 'my account'. Click on the 'edit' tab and here you will be able to amend your personal information

**Q: Can I stop emails being sent to me and how do I delete my registration?**

A: Send an email to the Web Administrator [victoria@bridportprize.org.uk](mailto:victoria@bridportprize.org.uk) and she will do it for you.

**Q: How can I be sure that my credit card payment is safe?**

A: WorldPay and PayPal are secure methods of sending payments online. Check their websites for details.

## The store

### Q: How do I buy an anthology?

A: Copies of the 2017, 2016, 2014, 2012, 2010, 2009, 2008, 2007, 2006 and 2005 anthologies are available. You can order the book via the store on the website. Alternatively you can write to us with your order at Bridport Prize, PO Box 6910, Bridport DT6 9BQ. Please include a cheque payable to The Bridport Prize for £13 (UK) or £17 (Europe) or £19 (rest of world). Prices include includes postage & packing.

PDF's for all anthologies from 2006 - 2016 are available as downloads from the Store section of the website. After payment you will be sent a link to download the anthology.

*Please note: the PDF anthology of winning entries from the 2017 competition will be available from April 2018*

## Poetry questions

### Q: What if I forget to add the line count to my poem?

A: This would not result in disqualification. The line count would be checked should the poem reach the long-list stage.

### Q: Do line spaces between stanzas in my poem count as part of the 42 line limit? What about titles, epigraphs and dedications?

A: Only lines of text are counted, not the lines between stanzas. Titles, epigraphs and dedications are not counted as lines.

## Short Story questions

### Q: What if the word count for my short story is over the limit of 5,000 words?

A: Your entry would be disqualified. Please ensure you keep within the word limit.

### Q: What if I forget to add the word count to my story?

A: This would not result in disqualification. The word count would be checked should the story reach the long-list stage.

## Flash Fiction questions

### Q: What is flash fiction?

A: Flash fiction is the art of a very, very short story. You may have heard similar terms like micro fiction, postcard fiction and micro story. It's all the same, although there's no widely accepted definition of length - some competitions have word limits as low as 250 words (such as ours), while others can be up to 1,000 words.

Flash-fiction often contains classic story elements: protagonist, conflict, obstacles or complications, and resolution. However, unlike a traditional short

story, the limited word length can force some of these elements to remain unwritten - just hinted at or implied in the written storyline.

**Q: What if the word count for my flash fiction is over the limit of 250 words?**

A: Your entry would be disqualified. Please ensure you keep within the word limit.

## Novel

**Q: Does my novel have to be finished before I submit it?**

A: No, you can submit an unfinished novel as long as you are able to provide 15,000 words (including your original submission) if selected for the long-listed stage and 30,000 words (including your original submission) if you are selected for the shortlisted stage.

**Q: If I send 8,000 words, my submission will end in the middle of a chapter. Can I send more words so I send the entire chapter?**

A: No. You can either send to the end of the previous chapter or to a natural break in the story. If you send more than 8,000 words, your entry would be disqualified.

**Q: I don't have a synopsis. Do I need to submit one with my novel?**

A: Yes, all entries must have a synopsis. Our Award partners The Literary Consultancy have useful advice on [how to write a synopsis](#) (link)

**Q: I have already self-published a novel. Can I still enter the competition?**

A: Yes, writers can enter if they have self-published a novel or if they have had other work eg) poetry, non-fiction, memoir selected for publication.