

# Entry instructions for the Bridport Prize

Please ensure you read the entry instructions and rules carefully before entering the competition. Entry implies acceptance of all the rules and terms and conditions.  
Failure to comply may result in disqualification

## Getting started

- You can enter the Bridport Prize competition online or by post.
- The deadline for entries is midnight (BST) on **31<sup>st</sup> May 2019**.

Our entry instructions are for ease of administration and we prefer you to follow them. BUT if you forget anything or add the details in the wrong place your entry will NOT be disqualified.

**Please note: we only disqualify entries if they are named or over the word or line limit**

This document covers the following areas:

- Format instructions (for poetry, short story & flash fiction category)
- The Peggy Chapman-Andrews Award for a First Novel
- Postal entries
- Online entries
- Judging
- Results

## Format instructions

### Poetry

Type and **format** the poem as per the following instructions:

- Written in English, translation into English of your own work is accepted
- Maximum of 42 lines, no minimum
- Add the line count to the top right of the first page. The title is not included in the line count, nor are dedications, nor are spaces between stanzas
- Entries must be typed. We do not accept handwritten submissions

- Do not add cover or title pages
- Do not send illustrated work
- Use any font, 12pt, black
- Single line spaced, except between stanzas where it should be double
- If the poem runs to two pages, number both pages centre bottom
- Save the file as a Microsoft Word document - .doc or .docx. We also accept file types .rtf, .pdf, .txt. Maximum allowed file size is 2Mb
- The file name should be the title of the poem only, typed exactly the same as on the document, for example: I Wandered Lonely as a Cloud
- Do **not** include your name in the file title or it will be disqualified
- Do not put Bridport entry / Bridport poem entry etc in the file title
- For untitled pieces, save the document with the first line of the poem instead

### **Short story**

Type and **format** the short story as per the following instructions:

- Written in English, translation into English of your own work is accepted
- Maximum of 5,000 words, no minimum
- Add the word count to the top right of the first page. The title is not included in the word count
- Do not add cover or title pages
- Use any font, 12pt, black
- Double line spaced (ie: a blank line space between each line)
- Number the pages in the centre at the bottom of the page
- Save the file as a Microsoft Word document - .doc or .docx. We also accept file types .rtf, .pdf, .txt. Maximum allowed file size is 2Mb
- The file name should be the title of the story only, typed exactly the same as on the document, for example: Pride and Prejudice
- Do **not** include your name in the file title or it will be disqualified
- Do not put Bridport entry / Bridport story entry etc in the file title
- For untitled pieces, save the document with the first line of the story instead
- Staple or securely fasten the pages together with a strong paperclip

### **Flash fiction**

Type and **format** the flash fiction as per the following instructions:

- Written in English, translation into English of your own work is accepted
- Maximum of 250 words, no minimum
- Add the word count to the top right of the first page. The title is not included in the word count
- Use any font, 12pt, black
- Double line spaced (ie: a blank line space between each line)
- If the poem runs to two pages, number both pages centre bottom
- Save the file as a Microsoft Word document - .doc or .docx. We also accept file types .rtf, .pdf, .txt. Maximum allowed file size is 2Mb

- The file name should be the title of the story only, typed exactly the same as on the document, for example: A Christmas Carol
- Do **not** include your name in the file title or it will be disqualified
- Do not put Bridport entry / Bridport flash fiction entry etc in the file title
- For untitled pieces, save the document with the first line of the story instead

## The Peggy Chapman-Andrews Award for a First Novel

*Please note: the Peggy Chapman-Andrews Award for a First Novel is open to writers in Britain, aged 16 years and over, (Including Northern Ireland, the Channel Islands and the IOM) and the Republic of Ireland with a part-written or completed novel in any adult fiction genre including fiction for young adults (YA) providing there is a genuine crossover for adult readership. Non-fiction and fiction for children is not eligible.*

The timetable for the 2019 Novel Award is at the end of this section

### Eligibility

Entrants must not have previously published a novel, (although self-published and ebooks are accepted). Entrants who have had other types of books published e.g. poetry, memoir, nonfiction, are eligible. "Published" means where a publisher (big or small) has selected a work on editorial grounds for their list (and that list publishes different writers as opposed to the list simply being comprised of one author's works) and where the author in question has not paid that publisher to do so.

The submitted work must not have won or been placed (i.e. 1st, 2nd or 3rd) in another competition. Work that has been Commended is eligible provided a cash prize was not awarded.

Entrants must not currently be represented by a literary agent. If you receive an offer of representation while your novel is under consideration with the Prize, you must inform us and withdraw your submission from the competition.

### Format

Type and **format** the novel as per the following instructions:

The first page/s of your entry must be the 300 word synopsis comprising:

- 1st paragraph - brief summary of 30 to 75 words.
- Followed by the detailed synopsis.
- Please note the word limit for the brief summary and synopsis together is 300 words.

Our partner The Literary Consultancy (TLC) has information on How to Write a Synopsis. Please see the Novel category page for details

- If you enter by post please send ONE copy of your manuscript and include your name, address, telephone number and email address, plus titles of entries on the postal entry form
- Save the file as a Microsoft Word document - .doc or .docx. We also accept file types .rtf, .pdf, .txt. Maximum allowed file size is 2Mb
- The file name should be the title of the novel only, typed exactly the same as on the document, for example: War and Peace
- Do **not** include your name in the file title or it will be disqualified
- Do not put Bridport novel / Bridport PC-A novel entry etc. in the file title
- Entries must be double-spaced, with pages numbered and the novel's title on every page.
- The word counts (synopsis and submission) to be included on the top right of the first page.
- Font: Arial, 12pt, Black
- Entries will be judged anonymously. Entries must show no name, address or identifying marks (eg. email address or twitter handle) other than the title. Your entry will be disqualified if your name is on the manuscript.
- Amendments cannot be made to entries after they have been submitted, nor substitutions made
- If you wish to correct errors, you must submit a new entry, marked 'Final Version' on the first page, and enter again with payment of the entry fee.
- No correspondence or discussion about amendments will be entered into
- Entries cannot be returned. Please keep a copy if you submit by post.

#### Additional information:

- Entries must be in English
- Entries must be typed. We do not accept handwritten submissions
- Do not add cover or title pages
- Do not send illustrated work
- Double-check your entry is not named, has no email / address / phone number on it and is within the word limit before submitting
- Entries will be the first chapters of the novel, a minimum of 5,000 words and a maximum of 8,000 words in total, *plus* a synopsis of 300 words.
- The entry fee for each novel / part-written novel submitted is £20
- Entrants may enter any number of novels, each with a £20 entry fee
- Entrants may withdraw entries from the competition by notification in writing; entry fees will not be refunded
- Entries must be entirely the work of the entrant and by submitting you are confirming that the work is your own. Any evidence to the contrary will result in immediate disqualification
- Copyright (as with our other competition categories) remains with the author but BP retains the right to publish extracts on its website, in the anthology and for any promotional purposes
- If selected for the long-list or shortlist, entrants must be able to submit

the additional words required by the dates specified in the timetable at the end of this section. Writers unable to comply will be disqualified.

Bridport Prize readers will select the long-list of 20 for the industry partners: The Literary Consultancy (TLC) and A.M. Heath Literary Agents, plus the named judge, who will produce a shortlist of five.

### **PC-A Novel Award Timetable 2019**

- Entries close on 31 May
- The 20 long listed writers will be contacted by email on 17 July. Long-list (titles only) will be posted on the website and social media platforms
- Long listed writers invited to submit 15,000 words (including original submission) by 23 July
- Long-listed entries will be sent to industry partners The Literary Consultancy and A.M. Heath Literary Agency on 23 July
- The five shortlisted writers will be contacted by email on 22 August. Shortlist (titles only) announced on website and social media platforms
- Shortlisted writers invited to submit 30,000 words (including original submission) by 30 August
- Novel award judge with The Literary Consultancy and A.M. Heath Literary Agency read the five submissions and together decide the winner, and runner-up
- Entrants informed of results on 7 October
- Prize-giving lunch at Bridport Arts Centre, Dorset on Saturday 19 October for three shortlisted writers, the winner and the runner-up

### **Postal entries – all categories**

To enter by post:

- Click the postal tab on any of the competition pages.
- Download and print out the postal entry form
- Fill in the form with your contact details, titles of your submission/s and which categories you are entering
- Make sure your entries do not have your name / email / website / twitter handle or any other identifying mark on them
- Please do not staple your cheque / postal order to the form
- Send the completed form, your entries and your entry fees to the address below

Additional information:

- Entry fees are payable in £ sterling only
- Entry fees can be paid by cheque (from a UK bank only) or credit / debit card. Fill in your card details on the form. We accept cash but do not recommend sending cash through the post

- We do not accept Western Union money orders, cheques from non-UK banks or bankers drafts
- If you want to know your entry has arrived safely, please include a stamped, self-addressed postcard with “Acknowledgement” written in the top left hand corner. We will post this back to you as confirmation

You can also send a stamped, self-addressed envelope to us and we will send you a printed form. Please mark your envelope “Entry Form Request”.

Write to us at:

**the Bridport Prize**

PO Box 6910  
Bridport  
Dorset  
DT6 9BQ

If you would like a batch of forms for your writing group, or if you need to tell us about a change of address for your writing group, please email us at:

[kate@bridportprize.org.uk](mailto:kate@bridportprize.org.uk)

## Online entries

To enter online you must first register for an account. To do this click ‘Account’ on the top right hand side of the website. You will then be able to register.

**There is a helpful video with a step-by-step guide to entering the competition online on our [Competition home page at](#)**

*Please note – although the look of the website is very different, the back end has not changed so if you set up an account between 2013 and 2017, it will still work. You can log into your account using the same log-in details as usual.*

In your account you will be able to see all the entries you have made and any anthology / anthology PDF purchases you have made from the Store.

You will be able to update your contact details at any time by logging in.

Before you upload your entries make sure you have read the entry instructions and agree the rules of participation – failure to comply may result in disqualification.

You can enter your submissions online using either the WorldPay or PayPal payment systems. You will need a credit or debit card to do this.

The title of your short story, poem, flash fiction or novel MUST also be the file name of your uploaded document.

For example using file names such as (but the doc type suffix are accepted)

- poem1.doc
- bridportprizepoem.rtf
- shortstory.pdf
- bridportflashfiction.docx

is NOT acceptable. If your entry is untitled, please use the first line as the file name.

You can enter as many times, in any category, as you wish. You may only win one prize in each category.

Once payment has been received you will receive email acknowledgements from both the payment provider and Bridport Prize.

## **Judging**

- The judges' decision is final and no individual correspondence can be entered into.
- Judges are unable to comment on individual entries.
- The Bridport Prize reserves the right to change the panel of judges without notice.

## **Results**

- The winners and highly commended winners in poetry, short story and flash fiction will be contacted by email during September (please see separate timetable for novel award above)
- The 2019 prize-giving will be held on 19 October 2019 at Bridport Arts Centre, Bridport, Dorset, UK
- The results will be posted on the Bridport Prize website on 21 October 2019