

2017 Project on Racism Essay Contest Student Checklist

- Is your Contact Information Form filled out completely and accurately, and paper clipped to your essay?
- Did you **EXCLUDE** all identifying information (such as name, school, grade, age, and teacher) from your essay?
- Is your essay four (4) pages or shorter?
- Is your essay either handwritten, typed, or computer-generated in 12-point Times New Roman font?
- Is your essay legible after photocopying?
- Is your essay double-spaced?
- Is your essay on white paper?
- Is your essay on one side of the page only (single-sided)?
- Does your essay answer each and every question in the Topic?
- Did you check for errors in spelling, grammar, and punctuation?
- Does your essay contain only your own original work?
- Are the pages numbered at the bottom, i.e., 1 of 4, 2 of 4, etc.?
- Did you exclude drawings, references, and other attachments?
- Did you exclude staples?
- Did you paper clip together the Contact Information Form and the essay?
- Is your entry being submitted on or before **October 21, 2016**?
- Are you submitting your essay only once?