2018 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 **November 1, 2017**?

☐ Are you submitting your essay only once?