Checklist
Preparing your entry for the Tom Howard/Margaret Reid Poetry Contest

Before I submit my entry to the Tom Howard/Margaret Reid Poetry Contest, I have made sure that…

☐ I am submitting between one and three poems per entry

☐ each poem I submit is 250 lines or fewer (not counting the title or blank lines)

☐ my entry is written in English

☐ my entry is in .doc, .docx, .pdf, .odt, .rtf, or .txt format

☐ my entry uses a standard font that is easy to read, such as Times New Roman, Arial, or Verdana

☐ the documents I am submitting have no extra features enabled, such as comments or tracked changes

☐ the documents I am submitting **do not contain** identifying information, such as:

- my name or initials
- my email address
- my mailing address
- my phone number
- links to my social media account or other websites with identifying information

All the contact information we need is collected on our online form and linked to your entry with a unique number. Want to know how anonymous judging works? See our video, ["How Anonymous Judging Works at Winning Writers"](#).

If we see a problem in your entry, Winning Writers will contact you to resolve it. We will *not* silently disqualify your entry.

Thanks for submitting your work to our contest. Good luck!