



## Terms and Conditions, Rules and Eligibilities

### **For Poetry**

- All entries are judged anonymously.
- Between 3 -5 poems in a single submission.
- Poems: up to 60 lines maximum. The title is not included in the line count, nor are the lines between text or stanzas.
- One payment of entry fee entitles entrants to submit a minimum of 3 and up to a maximum of 5 pieces of poetry.

### **For Short Stories**

- All entries are judged anonymously.
- 1 short story only per submission.
- Maximum word count is 2,500 words.
- One payment of entry fee entitles entrants to submit 1 story.

Online submissions will only be accepted. Postal entries will not be accepted.

The deadline date for entries is 12 Midnight (UK time) on Wednesday 13th May 2020.

Entrants may withdraw entries from the competition by notification via email only; entry fees will not be refunded.

### **Prizes**

The winners of each award will receive a Cash Prize of £1,000 and a 3-night stay at The River Mill Writing Retreat.

The 2 Runner-Up's for each Award will receive a cash prize of £250 each.

### **Eligibility**

The competition is open to writers of any nationality and of any residence aged 18 and over at the time of the closing date.



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Entries must be entirely the work of the entrant. By submitting you are confirming that the work is your own.

Poetry entries can have been previously published in print or online, been broadcast or won a prize on the condition that the entrant has not had a full collection of poems published, however, we ask that at least one poem submitted is unpublished work.

Short stories must be unpublished works.

The entrant must not have had a full collection of poems published, a collection of short stories or a novel published by a recognised publisher.

Submissions will become automatically ineligible should the entrant have a collection or novel accepted for publication before the prize-giving date.

Entrants must inform the Belfast Book Festival as soon as possible if the entrant accepts an offer of publication for a collection elsewhere. Entry fees in these circumstances will not be refunded.

### **Short-Listing**

A shortlist of 8 poets and 8 short story writers will be announced on Friday 5th June 2020.

Winners will be announced between the 5th and 14th June 2020.

The shortlisted poets and short story writers will be notified privately via email shortly prior to public announcement on the website and social media.

### **Copyright**

Worldwide copyright of each entry remains entirely with the author, but the Belfast Book Festival Mairtín Crawford Award will have the unrestricted right to publish the winning poems and stories in any future anthologies of the prize and/or in any relevant promotional material.



### **Receipt of entry**

All receipt of entry will be confirmed via email.

### **Fees**

£6 for each submission of between 3 - 5 poems or 1 short story.

Fees are to be paid via the Belfast Book Festival website.

### **Judging**

The judges' decision is final.

All pieces are judged anonymously: the author's name must not appear anywhere on the manuscript.

No individual correspondence with any judge may be entered.

All entries should be saved as Microsoft Word (.doc / .docx) or PDF documents.

Entries must be written in English.

Entries should be typed, double spaced, in plain, black, 12 point, Times New Roman font.

Valid order number should be included in the Subject Line of email submission.

### **Poetry**

You must submit between 3 - 5 poems.

Each poem must be no longer than 60 lines. This does not include the title or stanza breaks.

Each page should be numbered at the bottom of the page if the poem runs to more than one page long.



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All pages must include a header with the title of the poem only. If the entry is untitled, please entitle it with the opening five words of the piece.

### **Short Story**

Entries must be no longer than 2,500 words. There is no minimum word count.

Each page should be numbered at the bottom of each page.

All pages must include a header with the title of the story only. If the entry is untitled, please entitle it with the opening five words of the piece.

### **Email Submissions**

All submissions should be sent to [bbfsubmissions@crescentarts.org](mailto:bbfsubmissions@crescentarts.org).

Emails should be titled as follows;

MCA Submission: 'Poetry' / 'Prose' (delete as appropriate) - 'Author name - confirmation number of fee payment

Eg "MCA Submission: Prose - Maggie May - 140200000"

### **Amendments**

Once an entry has been made, no correspondence regarding the making of amendments to an entry will be entered into. If an entrant wishes to amend an entry, a separate paid entry must be made and the words "Amended Final Version" marked clearly on the cover page.

### **FAQs**

*My story / poetry has been published in my writing group's newsletter/website or on my personal blog. Can I still submit to the competition?*

The short story cannot have been published elsewhere, and we ask that at least one of the poems is unpublished.



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*I have had a pamphlet published by a publisher. Can I still submit to the competition?*

Yes!

*I have made changes to my story / poems since submitting my entry to the competition. Can I send a replacement story?*

Unfortunately, no. If you would like your revised story / poetry to be considered, you can enter it again with the relevant fee and the document clearly marked with the word "Amended Final Version" on the first page.

*How should I lay out my cover sheet?*

Make sure you include your name, and pseudonym if applicable, email address and phone number (area and country codes included)

*How do I pay the submission fee?*

Payment is made through the Belfast Book Festival website. Once a fee has been paid, an email confirming the payment will be sent to your email along with an order number. This order number should be included with the submission, as proof of purchase.

*I didn't receive my confirmation email / order number. What should I do?*

It's possible the confirmation email was sent to you, but was recognised as junk or spam. If, after checking your junk or spam folder, and in the event that no email has been received, it is most likely that the email address you supplied was incorrect. In this event, contact The Crescent Arts Centre by email at [info@crescentarts.org](mailto:info@crescentarts.org) and a member of the staff will be able to supply you with your order number and/or amend your email contact.