



Sixty-eight Writes

<http://members.shaw.ca/sixtyeightwrites>
sixtyeightwrites@shaw.ca

Instructions for Judges

Thank you for agreeing to participate in this community project. Your contribution is gratefully appreciated. Please review the enclosed contest rules (or see the web site at <http://members.shaw.ca/sixtyeightwrites>). If you require further information or clarification, please contact the contest coordinator as indicated below.

- 1) *Commitment & obligations:* By agreeing to participate as a judge in this contest you commit to participate as outlined below. There is no obligation to perform any other work, to participate in promotional activities or to enter into any contract. You are not required to provide specific feedback on any work submitted, although you may do so if you wish.

Because the credibility and prestige of the judges is key factor in determining the value of this contest, your agreement to participate includes agreeing to the use of your name and biographical information on the contest web site, in promotional materials and in any anthology of any format that may result. You are asked to supply a brief biographical sketch, and a photograph if possible. If you must withdraw due to circumstances beyond your control, please notify the contest coordinator at the earliest opportunity, and if possible suggest the name of a colleague who would be willing to be approached to participate.

This is a non-profit, community supported, educational enterprise. The organizers are committed volunteers, and will make all reasonable efforts to complete the contest as advertised. The contest coordinator will be responsible for arrangements as outlined below.

- 2) *Entries:* You will receive a package of entries as soon as possible after the contest deadline (**March 23, 2009**). Each judge will be responsible for one category only, i.e. either fiction or non-fiction.
- 3) *Selection of short-list:* Judges are asked to review entries with respect to the judging criteria described in the contest rules, and select the [e.g. 3 to 10; but will depend on number of entries] best to submit to the judges' conference. Notify the contest coordinator of your selections via email by **May 11, 2009** at the latest (earlier is fine, too!). The contest coordinator will combine the individual short-lists, and email to each judge a final short-list of entries.
- 4) *Judging conference:* A conference to discuss the short-listed entries and determine prize winners will be held via Skype (tentatively **12 or 13 May, 2009**). During the discussions each judge will be asked to select what they consider to be the top 3 entries, which will create a list of finalists that may range from as few as 3 to as many as 9 entries depending on the degree of agreement among the judges. Short-listed entries that are eliminated at this point will be designated "Honourable Mention". Judges will be asked to vote for First, Second and Third among the remaining entries, and points will be awarded as follows: First – 3 points, Second – 2 points and Third – 1 point. If necessary, a run-off vote will be conducted to break a tie. The top three entries will be the prize winners, and any remaining entries will be designated "Finalist". Judges may also choose not to award prizes. Winners are to be announced by early June 2009.



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- 5) *Feedback*: To assist in evaluation of the contest, your feedback would be appreciated at any time. Please address comments via email to the contest coordinator (contact information below).
- 6) *Summary of timeline (2009)*:

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| 23 March | Entry deadline |
| March – May | Review & evaluate entries |
| 11 May | Provide short-list to coordinator |
| 12 or 13 May | Participate in judging conference |

Contest Coordinator email: sixtyeightwrites@shaw.ca

Contest web site address: <http://members.shaw.ca/sixtyeightwrites>