

# Kathryn Ann Fernquist Hinds Prize Submission Instructions

## Eligibility:

1. The 2025 Kathryn Ann Fernquist Hinds Prize is open to **all UNG students from all campuses**.
2. Submissions must be *original, unpublished*, and previously *un-awarded work*.
3. Entrants may submit only one piece or collection to this contest per contest year.

**Deadline: Midnight, February 3, 2025.** Submissions received after this date will automatically be ineligible.

**Award:** The first-place submission will win a cash prize. The top 3 submissions will win a certificate and publication in *The Chestatee Review*. Winners will be notified by email, and the award will be presented at the Honors Day awards ceremony.

Poetry submissions should have a maximum length of 100 lines in total.

**Contest Guidelines and Manuscript Format:** Failure to adhere to the following manuscript format will result in disqualification.

- *Do not* place your name anywhere on the manuscript entry.
- Only Word files (.docx) will be accepted.
- Font: 12 pt., Times New Roman, black.
- Margins: 1 inch.
- Line spacing: double.
- White background (no colors, photos, graphics, or images).
- Page size and layout: 8-1/2 by 11; portrait orientation.
- First page: Title should appear in the upper left corner.
- Do not expect feedback (i.e., suggestions for improvement).
- Submit a standard submission form (see SSF explanation below).

**Submission Rules:** Failure to adhere to any of the submission guidelines will lead to disqualification. **Send no more than *one entry* to**

**Chairperson of the award committee:** Mr. Marc A. Di Maggio  
([marc.dimaggio@ung.edu](mailto:marc.dimaggio@ung.edu)).

**Judging Criteria:** A faculty committee will judge the entries, considering the following:

- Originality of the concept
- Effectiveness of expression

**Standard Submission Form (SSF):** There is no template for the SSF; you create the document yourself (see below) and send it as a separate attachment. The entry and SSF both must be sent as attached Word documents (.docx). The SSF is used for identification purposes by Mr. Di Maggio only. Judges never know the identity of any author; they see only the blind entry document.

**IMPORTANT:** Name the document files by title: i.e., Title.docx and SSF-Title.docx

**Example:** If the entry title is “Moon Fire,” the document file should be named Moon Fire.docx. (This is the document that will be sent to the judges.) The SSF should be named SSF-Moon Fire.docx. (This is the document that will be seen only by Mr. Di Maggio.)

The SSF document must include the following information:

- Author’s name
- Author’s 900 number
- Fifty-word biography
- Title of entry
- Word/Line count

Attach the entry document and your SSF document to an email addressed to Mr. Di Maggio at [marc.dimaggio@ung.edu](mailto:marc.dimaggio@ung.edu). Your email must include:

- Subject line: 2025 Kathryn Ann Fernquist Hinds Prize
- Your name, phone number, and title

For questions, please contact Mr. Di Maggio at [marc.dimaggio@ung.edu](mailto:marc.dimaggio@ung.edu).