2019 Bonnie Jean Kelly and Joan Kelly (BJJK) Award
for Excellence in Scholarly and Creative Writing

Instructions for Submission

Deadline: Electronic Submissions Due Sunday, March 10, 2019 by 11:59 p.m.
~No Hard Copies will be accepted~

Excerpts from the winners’ works will be published at stkate.edu/wip, St. Kate's Writers.

Submission Instructions:

1. Apply to either the Bonnie Jean Kelly and Joan Kelly (BJJK) Writing Award (Creative or Scholarly) or to the O’Leary McCarthy Writing Scholarship. Simultaneous submissions are not permissible.

2. You will complete 5 tasks for the submission:
   a. Complete the online Part 1 Submission Form (Google form)
   b. Complete the online Part 2 Submission Form (Google form)
   c. Complete your Work in Microsoft WORD format
   d. Ask your instructor to complete and submit the online Instructor Endorsement Form (Google form)
   e. Email your Work in Microsoft WORD format to wip@stkate.edu

NOTE: Links to all the online Google forms are located on the WIP website within the Student Resources section.

3. READ ALL of these INSTRUCTIONS carefully.

4. See #18 for an example of how to title your Work document and how to use the correct email Subject line in your email submission to identify your selected competition category (either the Bonnie Jean Kelly and Joan Kelly (BJJK) Writing Award (Creative or Scholarly) or the O’Leary McCarthy Writing Scholarship.)
5. Recipients of the 2019 BJKJ Award may not enter the competition again until 2021.

6. Enter only one course assignment, collaborative research paper, or honors project written during Spring ’18, Summer ’18, Fall ’18, or J-Term ’19. Work that was not written for a course may not be submitted.

7. Funds may be granted for two writing awards. If two awards are granted, each recipient will receive $2,500.

8. Submit an excellent Work (See the “Value Rubric for Evaluating Excellence” – link on the WIP website within the Student Resources section) composed in English, 12 to 50 pages in length, including works cited or references pages, appendices, charts, graphs, and images, etc. A 12-page submission should include at least 12 pages of text, with the bibliography, etc. starting on page 13 or beyond. Only one paper per student may be submitted. No exceptions regarding minimum and maximum lengths.

9. A group project may be submitted. Each group member must submit an application, Part 1 and Part 2, that identifies them with the project. Submit only one copy of the manuscript. If the group is granted a writing award, the funding will be divided equally among the members.

10. Submit your Work as a Microsoft WORD document to ensure that it can be opened and read with ease. Submissions that cannot be opened will be disqualified.

11. Use Times New Roman font style, 12 font size, one-inch margins top, bottom, and sides, and double spacing.

12. For a scholarly Work, use appropriate and correct documentation style for the discipline in which you are writing: APA, Chicago, MLA, etc. If you submit an academic Work, your paper is expected to contain correct in-text citations, correct page numbering, and a works cited or reference page according to the appropriate documentation style.

13. You will complete two online submission forms, Part 1 and Part 2. Links to all the online Google forms are located on the WIP website in the Student Resources section. On the Part 1 Submission Form, declare that your paper is in fact your own original work. Work that is submitted to the Bonnie Jean Kelly and Joan Kelly Writing Award must not violate copyright laws or be
plagiarized. If a paper is plagiarized and/or violates copyright law, it will be disqualified. For an explanation on plagiarism and copyright infringement, please review the following St. Kate’s library websites:

Plagiarism: [http://library.stkate.edu/citing-writing/plagiarism](http://library.stkate.edu/citing-writing/plagiarism)
Citation styles: [http://library.stkate.edu/citing-writing](http://library.stkate.edu/citing-writing)

Complete both Part 1 and Part 2 online submission forms. See #15 for instructions on how to email your WORD document and submission forms, Part 1 and Part 2. NOTE: Links to all the online Google forms are located on the [WIP website](http://library.stkate.edu/citing-writing) within the Student Resources section.

14. Preparing Your Work for Submission:  Do not put your name anywhere within your Work. If your name appears, your submission will be disqualified. Remember to remove your name from the page numbers of your Work. For identification purposes, the full title of your Work should also appear on both the Work and on the submission forms, Part 1 and Part 2. Your name should appear only on the Part 1 submission form.

15. Email Your Work:  Send your Work as a Microsoft WORD document in one email to wip@stkate.edu. IMPORTANT: Type “BJJK” in the Subject line PLUS a hyphen and the full name of your Work. See #18 for an example.

16. Ask the instructor who taught the course to fill out the online Instructor’s Endorsement form. *Be sure the instructor knows which competition you are entering so they will fill out the correct form! They must complete and submit the endorsement form by the submission due date, Sunday, March 10, 2019. The Endorsement form link is available on the [WIP website](http://library.stkate.edu/citing-writing) within the Student Resources section.

Please note: Often, a student earns an A on a course paper because it meets the specific criteria for the writing assignment. This paper, however, may not meet the criteria for excellence. Yet, over time, it may have the potential to become impeccable and captivating. Such an outcome demands that the student, with guidance from their instructor, undergo an intentional writing process of composing and revising multiple drafts. Therefore, we recommend highly that you work closely with your instructor to produce an excellent paper.

17. A paper submitted without an instructor’s endorsement will be disqualified.
18. Apply the following examples for correct identification of your word document email submission.
   a. In the email Subject line, type “BJJK” PLUS a hyphen and the full title of your Work:
      EX: BJKK - Feminist Critical Theory of Virginia Woolf’s “A Room of One’s Own”
   b. Label the word document email attachments as follows:
      ✓ BJKK - Scholarly Critical Theory of Woolf

Send one email that includes an attachment of your Work as specified above in b to wip@stkate.edu.

Please direct questions about criteria, instructions, and forms to Professor Pamela R. Fletcher, St. Catherine University Writing Director, wip@stkate.edu. For computer assistance, please contact the helpdesk@stkate.edu or call 651-690-6402.