

ESSAY SUBMISSION CHECKLIST

- ☐ Is your essay written in English?
- ☐ Is the essay written on this year's contest topic?
- ☐ Does your essay address all parts of the contest topic?
- ☐ Have you made sure that your name, school, or city do not appear anywhere on the essay manuscript?
- ☐ Is your essay no more than 1,500 words long?
- ☐ Have you provided the exact word-count on the application form?
- ☐ Have you given your essay a descriptive title?
- ☐ Have you scrupulously followed accepted standards regarding attribution of quotations, arguments, and ideas of others?
- ☐ Does your essay have standardized citations and a bibliography?
- ☐ Are your Internet sources listed separately from your other sources?
- ☐ Is your essay typed, double-spaced, with left and right margins set at 1 ¼ inches, on one side of white 8 ½ by 11 inch paper? Have you numbered the pages of your essay?
- ☐ Has your contest coordinator completed the coordinator registration form and certified that your essay is your own work and that information on your application is correct?
- ☐ Have you certified that your essay is your own work and that information on your application is correct?
- ☐ Have you saved a copy of your essay and the student application form to keep for your own records?

For students who do not have Internet access:

Four copies of each essay must be submitted with the student application form or the essay will not be forwarded for judging.

- Have you made four legible, collated copies of your essay, including the bibliography?
- Have you stapled each copy of your essay?
- Have you attached your signed student application form to the top copy of your four essays?

The Institute will not be responsible for entries arriving after the judging process begins due to mail delivery problems and errors resulting from data entered by interpreting hand-written forms that are filled out incorrectly or illegibly. Essay submissions must be **received no later than February 1, 2010**.

Mail the essays and registration forms to:
United States Institute of Peace
National Peace Essay Contest
1200 17th Street NW, Suite 200
Washington, DC 20036-3011