

FLORIDA WRITERS ASSOCIATION

The Royal Palm Literary Awards – Adult Competition

Submission Guidelines, Short Entries

Submission Email

For each entry, send your email to *rpla@floridawriters.net*. The email should contain the following elements. Please keep the total size of the attachments below 8 MB; if total size exceeds 8 MB, you may need to change the resolution of your photo. (See FAQs for additional information.)

1. **Entry Form.** Completed form saved as a PDF attachment. Please name the form using all or part of your title followed by the capitalized initials EF. For instance, if your entry title is “My Awful, Terrible, Disappointing, Aggravating Day,” you could title your form MyawfuldayEF.pdf.
2. **Manuscript.** In the same email, include your entry as a PDF attachment. Please name the file using all or part of your title followed by the capitalized word ENTRY, e.g., MyawfuldayENTRY.pdf. Please keep the names consistent, e.g., avoid naming the form MyawfuldayEF and the entry MyawfulaggdayENTRY.
3. **Photo.** In the same email, please include your photo as a JPG attachment. Please provide a head shot, i.e., not including other people, dogs, cats, or an inordinate amount of scenery. Please use your author name as the file name.

Entry Fees

1. Before an entry can be processed, RPLA must receive your payment . When you pay online, you will receive a confirmation email, please include your payment confirmation # on the entry form. If you pay by check, you will need to include the check # and date mailed on your entry form.

Make checks payable to Florida Writers Association and mail to:
Chrissy Jackson, Director Emerita
PO Box 66069
St. Pete Beach, FL 33736

2. Fees are tiered.
 - a. \$30 12:00am 1/15/15 – 12:00am 2/28/15
 - b. \$40 12:00am 3/1/15 – 12:00am 4/30/15
 - c. \$60 12:00am 5/1/15 – 12:00am 5/15/15
3. For pricing purposes, 2 Flash Fiction stories may be submitted for a single entry fee; however, each story will require a separate Entry Form. For pricing purposes, 2 Poems may be submitted for a single entry fee; however, each poem will require a separate Entry Form.
4. You will receive email confirmation when all eligibility requirements are verified, payment is made, and the submission is officially entered.

Formatting Submissions

Formatting Unpublished Entries

1. 8.5 x 11 inch page setup, 1 inch margin all around.
2. Black text, 12-point Times New Roman typeface.
3. First page approximately one-third from the top of the page.
4. Double-space text and insert no extra lines paces between paragraphs. (Poetry may be either single-spaced or double-spaced.)
5. Left justify text.
6. Indent first line of each paragraph .5 inch.
7. Place asterisks centered *** between each scene within a chapter.
8. Save file as a PDF. Please ensure that your name is removed from the Properties field of your file. (See FAQs for details.)
9. For unpublished entries, do not include your or any co-author's name on any page unless the entry is creative nonfiction and use of the name is essential to the story.
10. For unpublished entries, no graphics or photos.
11. To see a sample format, please email rpla@floridawriters.net, and a sample page will be sent to you.

Formatting Published Entries

1. If you are submitting your published entry in manuscript form, follow formatting requirements for unpublished entries.
2. A published entry also may be submitted in the form it was published, e.g., using the book's typeface and fonts. Here double-spacing is not required, any standard font is acceptable, and full justification is acceptable.
3. Entries must be submitted electronically as PDFs. No physical books will be accepted.

Short entries are not eligible to be considered for Published Book of the Year or Unpublished Book of the Year.

To ensure a smooth entry process, please review all applicable RPLA information and disclaimers on this website.

Questions, please email rpla@floridawriters.net.

Genre-Categories, Short Entries

Fiction

1. **Children's.** Picture books for ages 0-8. (Example: *Sheep Asleep* by Gloria Rothstein). Early Readers for ages 6-7. (Example: *Captain Underpants* by Dav Pilkey).

2. **Flash Fiction.** Very short fiction that may have a twist at the end. Usually deals with one event or time period in a character's life—one pivotal moment and its outcome. Usually not just a simple character sketch or slice of life but rather zooms in on the emotional content of a scene or telling moment. Maximum 1,000 words. (Examples: *The Custodian* by Brian Hinshaw and *Worry* by Ron Wallace) Up to 2 Flash Fiction stories per entry fee; separate Entry Forms required for each.
3. **Short Story.** Short fiction with many of the elements of a novel, including character, setting, plot, conflict, resolution, climax, dialogue, protagonist, and antagonist. Maximum 8,000 words.
4. **Poetry.** A composition, usually in verse, designed to convey experience, ideas, or emotions in a vivid and imaginative way. Characterized by the use of language chosen for its sound and suggestive power and by the use of literary techniques, such as meter, metaphor, and sometimes rhyme. Up to 2 poems per entry fee, maximum 50 lines each, separate Entry Forms required.

Nonfiction

1. **Creative Nonfiction.** A snapshot of an event in a person's life that may take a variety of forms, including anecdote, slice of life, or personal essay. Maximum 5,000 words. (Example: works by Garrison Keillor)
2. **Essay.** Factual writing that presents, explains, argues, or describes ideas on a single topic. Maximum 5,000 words. (Example: The Best American Essays series)
3. **Short Educational/Informational.** Self-help, instructional, or how-to. Maximum 7,500 words.

General

1. **General.** Submissions of any length that do not fit any of the genre-categories of RPLA.

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