

In order to ensure that every piece of writing submitted to regional selection panels receives equal consideration, schools are asked to observe the following conditions.

1. No more than 20 pieces of writing per school may be submitted.
2. No more than one piece of writing by any individual will be chosen for publication.
3. Each piece of writing must be accompanied by a completed and legible copy of the 'Consideration for Publication' form downloaded from the website.
4. Work may be handwritten or desktop published to final presentation standard. Whilst there are no restrictions on the size or layout it is suggested that writing without illustration is printed onto the reverse side of the A4 entry form. Powerpoint presentations may be submitted as a print out with an accompanying copy on CD. These may be selected for publication as a written text in the anthology, or in the multimodal section of the website. Any illustrations included should be original and not downloaded from the internet.
5. All work submitted should be good copies (so that they may be published in their original format, if appropriate). Originals should only be sent if copying reduces the effectiveness of the layout, accompanying photos, etc.
6. If artwork is integral to a piece of writing, please attach the original artwork or a good quality photograph of it to the writing.
7. Originals, or copies of all pieces submitted, should be retained by the school.
8. Works written in Aboriginal English and bilingual works will be considered.
9. For group entries involving more than three students please nominate a group name under which the work can be published.
10. All writing should be sent, in one envelope, to your nominated *Special Forever* Regional Coordinator (see listing of Regional Coordinators in Forms and Guidelines section of the website) accompanied by a 'Work Sent to Regional Coordinator' form downloaded from the website.
11. All pieces should reach the Regional Coordinator no later than **19th June 2009**.
12. Each piece of writing will gain due consideration by the regional selection panel, but neither e:lit nor the MDBA can guarantee publication.
13. Schools will be notified of work sent to Sydney to the central selection panel.
14. e:lit reserves the right to edit prior to publication any piece chosen by the central selection panel.
15. Permission from parents or guardians will be sought by letter sent via students' schools for all pieces of writing eventually selected for publication by the central panel. This permission will be sought prior to publication.
16. All published works will be acknowledged in the *Special Forever* anthology.
17. Originals will be returned to schools in December.