

**National PTA Reflections Program:**  
**Literature Rules and Guidelines** (page 1 of 2)  
**“Diversity Means...”**  
**Deadline Date:** \_\_\_\_\_

**Description**

A literature entry may be a work of fiction or nonfiction. Prose, poetry, and drama are all accepted. The entry must relate to the current Reflections Program theme.

Literature entrants are not to borrow from copyrighted material.

Whether an entry uses a variety of techniques or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme.

**Presentation**

- Entries must not exceed 2,000 words.
- One original and two copies of the entry are to be submitted.
- Entries may be handwritten or typed.
- Illustrated entries, including “books,” with pictures drawn by the student are acceptable; however, only literary content is judged.
- Collections of poems or short stories are not accepted.
- Entries are to reflect grade-appropriate grammar, punctuation and spelling.

**Dictation and Typing**

- Students may have their entries typed by another person as long as the original work or a copy of the original work is attached.
- Students who are physically challenged or students in pre-school, kindergarten or 1st grade may dictate to another person who may type or write down the original work.
- Transcribers should make every attempt to retain the same level of language and accuracy that is reflected in the student’s original work.

**Translation**

- Students for whom English is not their first language may submit literature entries in their own language. An interpretive translation in English must accompany the entry.
- Translators should make every attempt to retain the same level of language and accuracy that is reflected in the student’s original work.

**Format**

- Submit Literature entries on 8-1/2 inches by 11 paper. Do not bend, mount or laminate pages.
- Entries should be printed single sided only.
- Number all pages.
- Please do NOT mount the pages.
- If more than one page is part of the entry, please clip the pages together. No staples, report covers or folders, please.
- Label each page of the Literature entry on the bottom right corner in lower case letters **exactly** as follows:  
state abbreviation.arts category.grade level.student last name.student first name  
Example (for typed pages): wa.literature.mid.smith.mary.doc  
Example (for handwritten pages): wa.literature.mid.smith.mary.pdf

*(Grade levels should be indicated only as pri, int, mid, sen)*

**For example:** Primary – Preschool – 2nd grade “pri”  
Intermediate – grades 3-5, “int”  
Middle/Jr – grades 6-8, “mid”  
Senior – grades 9-12, “sen”

For more information on labeling, see “Labeling Your Documents and Files” on the next page.

**Student Entry Form**

- Please complete all information on the Student Entry Form.
- Label the form in the bottom right hand corner as follows:  
state abbreviation. arts category.grade level.entry. student last name.student first name.pdf  
Example: wa.literature.mid.entry.smith.mary.pdf

*(For more information on labeling, see “New Labeling Requirements” on page 2 of Rules and Guidelines.)*

- The required Title and Artist Statement (250 words or less) should be included. If the required Artist Statement is too long to fit on the form, please write “see attachment” on the form. Then submit the Artist Statement in its entirety on a separate piece of paper. Label the artist statement as follows:  
state abbreviation. arts category.grade level.statement. student last name.student first name.pdf  
Example: wa.vis art.mid.statement.smith.mary.doc

For more information on labeling, see “Labeling Your Documents and Files” on the next page.

**Consent Form**

Completed and signed consent forms must be included for all individuals whose recognizable images or voices appear in a Reflections entry. Individuals over the age of eighteen may sign their own Consent Form. A parent or legal guardian must sign for individuals under the age of eighteen.

- Label each Consent Form in the bottom right hand corner as follows:  
state abbreviation. arts category.grade level.consent. student last name.student first name.pdf  
Example: wa.vis art.mid.consent.smith.mary.doc

For more information on labeling, see “Labeling Your Documents and Files” on the next page.

## Literature Rules and Guidelines (page 2 of 2)

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### Packing

Package the paperwork associated with the winning entries in one of the two following ways:

- **[National PTA Preferred]** Place the Student Entry Form, the Artist Statement and Consent Form(s) in a large manila envelope (at least 8.5 x 11 inches) that opens and closes with a clasp. If you have electronic copies of the artwork and/or documents on a CD or DVD, enclose the CD or DVD also. **Do not fold the forms, and do not glue the envelope shut, as it needs to be opened and closed through various stages of judging.**

Label the outside of the clasp side of the envelope as follows:

state abbreviation.arts category.grade level.student last name.student first name

Example: wa.vis art.mid.smith.mary

(For more information on labeling, see "Labeling Your Documents and Files" below.)

- **[Washington State PTA optional]** Place the Student Entry Form, the Artist Statement and Consent Form(s) in a clear plastic sleeve (at least 8.5 x 11 inches) **Do not fold the forms.** If you have electronic copies of the artwork and/or documents on a CD or DVD, enclose the CD or DVD also.

### Labeling Your Documents and Files

Submissions that win at local levels will be forwarded to the next level of adjudication. Final judging entries occurs at the national level where all entries are received in an electronic format using the file names outlined below. It is therefore very important to follow these instructions exactly when labeling files and forms.

- Label the bottom of each page submitted in hard copy with the appropriate file name as indicated.
- Place all file names in the bottom right corner of each page, so that identifying information can be easily concealed if needed.
- Do not write or type anything on the back of any page of paper.

The required naming convention for all documents related to student entries:

state abbreviation.arts category.gradelevel.type of document.student last name.student first name.

**Some examples:**

wa.film.int.entry.lopez.hector.

wa.visualarts.pri.statement.thuy.emily

wa.music.mid.entry.ruiz.hector

**(Grade levels should be indicated only as pri, int, mid, sen)**

**For example:**

Primary – Preschool – 2nd grade "pri"

Intermediate – grades 3-5, "int"

Middle/Jr – grades 6-8, "mid"

Senior – grades 9-12, "sen"

The required naming convention for electronic files is the same except that the name does not need to identify the content of the file, but does have to include the file format abbreviation at the end.

The required naming convention for electronic files is as follows:

state abbreviation.arts.category.gradelevel.studentlastname.studentfirstname.fileformat

**Some examples:**

wa.film.mid.smith.mary.flv

wa.photography.sen.olson.robert.pdf

wa.dance.pri.jefferson.taisha.jpg

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## CHECKLIST FOR PREPARING YOUR ENTRY

### What students must do to enter:

- Follow rules and guidelines given regarding presentation and works that are accepted.
- Obtain a written consent from every person whose picture or voice is recognizable in your entry. Use the PTA Reflections Consent Form (available online—at [www.wastatepta.org/programs/reflections](http://www.wastatepta.org/programs/reflections)). Note that there are separate portions of the consent form for children and adults. Label each consent form using the required naming convention. (see "Labeling Your Documents and Files" above).
- Assign a title to your entry.
- Complete the student entry form using the fillable form online at [http://www.ptareflections.org/cs/rules\\_and\\_documents](http://www.ptareflections.org/cs/rules_and_documents), taking care to:
  - a. include the name of your entry, and
  - b. fill out the artist's statement describing how your entry relates to the theme (note: the box on the form looks small, but if you fill it out online the font size will continue to decrease to include your full statement—however it does not count the words, so be sure that your statement is less 250 words or less; in the alternative you may submit your statement on a separate page, labeled on the bottom right hand corner with the required naming format (see "Labeling Your Forms and Documents above)
  - c. leave the box at the bottom of the form blank to be filled out by the Local PTA/PTSA Reflections Chair
- Print the form and sign it, and have one parent or guardian sign it also.
- Label the paper copy of the form in the bottom right-hand corner using the required naming convention (see Labeling Your Documents and Files above).
- (optional) Make an electronic image of the entry form and any consent forms, and label with required naming convention (see "Labeling Your Documents and Files above).
- (optional) Place the electronic images as files on a CD or DVD, each file labeled with the required naming convention (see "Labeling Your Documents and Files above).
- Submit the artwork and paper copies of the student entry form, the artist's statement (if on a different sheet) and any necessary consent forms to your local PTA's Reflections Chair on or before the locally established deadline.
- Be sure to package your entry in accordance with one of the options described above in "Packing".)