



## 2025 Somerset County Teen Arts Festival

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# CREATIVE WRITING GUIDELINES & SUBMISSION FORM

**Submission forms, student work, and release forms due on or before April 1st, 2025**

## CREATIVE WRITING GUIDELINES

- Each school may submit up to twenty (20) creative writing entries.
- Each Prose entry must be a maximum of four (4) pages.
- Each Poetry entry must be a maximum of two (2) pages
- ALL entries must be:
  - A standard 8.5 x 11 document, portrait orientation
  - 1" margins on every side
  - Double spaced, Times New Roman font, Size 12
  - Labeled in the bottom right-hand corner of the last page with the student's name, age, school, county, and grade (e.g. John Smith, 14, Manville High School, Somerset County, Grade 9).
- All student work must be submitted digitally as Word documents. We cannot accept handwritten documents or PDFs.
  - Student work may be delivered via e-mail, on a flash drive, or through free online services such as WeTransfer. If sharing files through Google Drive, please allow access to anyone with the link & share the link via e-mail.
- When naming Word files, please use this format:  
Name of School\_Prose/Poetry\_Name of Student\_Title of Piece.
- Email submissions to Commission staff at [CulturalHeritage@co.somerset.nj.us](mailto:CulturalHeritage@co.somerset.nj.us). Mail or drop off flash drives to: Somerset County Cultural & Heritage Commission, PO Box 3000, 20 Grove Street, Somerville, NJ 08876. Label flash drives with SchoolName\_CreativeWriting\_TeenArtsFestival2025.
- All submissions should be representative of your school, be suitable for possible publication in the Somerset County Teen Arts Festival Creative Writing Anthology or used for other Teen Arts purposes. Please indicate the availability for each work in the "Publication" box on the submission form.
- Commission Staff will read ALL creative writing submissions. School coordinators will be contacted if any submissions are flagged for themes raising concern for the student's safety. If no reply is received within one week of contact regarding the flagged writing, the piece in question will be pulled from the Anthology.
- Please contact Commission Staff at [CulturalHeritage@co.somerset.nj.us](mailto:CulturalHeritage@co.somerset.nj.us) or (908) 231-7022 if you have any questions or have trouble submitting this submission form.

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Return completed forms and student work to [CulturalHeritage@co.somerset.nj.us](mailto:CulturalHeritage@co.somerset.nj.us) OR  
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### CREATIVE WRITING SUBMISSION FORM

Each school is limited to up to TWENTY (20) Creative Writing submissions.

Each Prose entry must be a maximum of four (4) pages.

Each Poetry entry must be a maximum of two (2) pages.

School Name: \_\_\_\_\_  
School Coordinator Name: \_\_\_\_\_  
School Coordinator Email: \_\_\_\_\_

**DIRECTIONS:**  
One row for each allowed submission has been provided below. **Fill out only ONE row per submission.**

No.	Student Information	Submission Description	Publication
#1	Student Name:	Title:	<b>Is this work available for:</b>
	Address:	Select One: Poetry <input type="checkbox"/> or Prose <input type="checkbox"/>	Anthology? Yes <input type="checkbox"/> No <input type="checkbox"/>
	City:                      Zip:	Age:                      Grade:	Other Teen Arts Purposes? Yes <input type="checkbox"/> No <input type="checkbox"/>
#2	Student Name:	Title:	<b>Is this work available for:</b>
	Address:	Select One: Poetry <input type="checkbox"/> or Prose <input type="checkbox"/>	Anthology? Yes <input type="checkbox"/> No <input type="checkbox"/>
	City:                      Zip:	Age:                      Grade:	Other Teen Arts Purposes? Yes <input type="checkbox"/> No <input type="checkbox"/>
#3	Student Name:	Title:	<b>Is this work available for:</b>
	Address:	Select One: Poetry <input type="checkbox"/> or Prose <input type="checkbox"/>	Anthology? Yes <input type="checkbox"/> No <input type="checkbox"/>
	City:                      Zip:	Age:                      Grade:	Other Teen Arts Purposes? Yes <input type="checkbox"/> No <input type="checkbox"/>
#4	Student Name:	Title:	<b>Is this work available for:</b>
	Address:	Select One: Poetry <input type="checkbox"/> or Prose <input type="checkbox"/>	Anthology? Yes <input type="checkbox"/> No <input type="checkbox"/>
	City:                      Zip:	Age:                      Grade:	Other Teen Arts Purposes? Yes <input type="checkbox"/> No <input type="checkbox"/>

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No.	Student Information	Submission Description	Publication
<b>#5</b>	Student Name:	Title:	
	Address:	Select One: Poetry <input type="checkbox"/> or Prose <input type="checkbox"/>	
	City:                      Zip:	Age:	Grade:
<b>#6</b>	Student Name:	Title:	
	Address:	Select One: Poetry <input type="checkbox"/> or Prose <input type="checkbox"/>	
	City:                      Zip:	Age:	Grade:
<b>#7</b>	Student Name:	Title:	
	Address:	Select One: Poetry <input type="checkbox"/> or Prose <input type="checkbox"/>	
	City:                      Zip:	Age:	Grade:
<b>#8</b>	Student Name:	Title:	
	Address:	Select One: Poetry <input type="checkbox"/> or Prose <input type="checkbox"/>	
	City:                      Zip:	Age:	Grade:
<b>#9</b>	Student Name:	Title:	
	Address:	Select One: Poetry <input type="checkbox"/> or Prose <input type="checkbox"/>	
	City:                      Zip:	Age:	Grade:
<b>#10</b>	Student Name:	Title:	
	Address:	Select One: Poetry <input type="checkbox"/> or Prose <input type="checkbox"/>	
	City:                      Zip:	Age:	Grade:

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No.	Student Information	Submission Description	Publication
<b>#11</b>	Student Name:	Title:	
	Address:	Select One: Poetry <input type="checkbox"/> or Prose <input type="checkbox"/>	
	City:                      Zip:	Age:	Grade:
<b>#12</b>	Student Name:	Title:	
	Address:	Select One: Poetry <input type="checkbox"/> or Prose <input type="checkbox"/>	
	City:                      Zip:	Age:	Grade:
<b>#13</b>	Student Name:	Title:	
	Address:	Select One: Poetry <input type="checkbox"/> or Prose <input type="checkbox"/>	
	City:                      Zip:	Age:	Grade:
<b>#14</b>	Student Name:	Title:	
	Address:	Select One: Poetry <input type="checkbox"/> or Prose <input type="checkbox"/>	
	City:                      Zip:	Age:	Grade:
<b>#15</b>	Student Name:	Title:	
	Address:	Select One: Poetry <input type="checkbox"/> or Prose <input type="checkbox"/>	
	City:                      Zip:	Age:	Grade:
<b>#16</b>	Student Name:	Title:	
	Address:	Select One: Poetry <input type="checkbox"/> or Prose <input type="checkbox"/>	
	City:                      Zip:	Age:	Grade:

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No.	Student Information	Submission Description	Publication
<b>#17</b>	Student Name:	Title:	
	Address:	Select One: Poetry <input type="checkbox"/> or Prose <input type="checkbox"/>	
	City:                      Zip:	Age:	Grade:
			<b>Is this work available for:</b>
			Anthology? Yes <input type="checkbox"/> No <input type="checkbox"/>
			Other Teen Arts Purposes? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>#18</b>	Student Name:	Title:	
	Address:	Select One: Poetry <input type="checkbox"/> or Prose <input type="checkbox"/>	
	City:                      Zip:	Age:	Grade:
			<b>Is this work available for:</b>
			Anthology? Yes <input type="checkbox"/> No <input type="checkbox"/>
			Other Teen Arts Purposes? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>#19</b>	Student Name:	Title:	
	Address:	Select One: Poetry <input type="checkbox"/> or Prose <input type="checkbox"/>	
	City:                      Zip:	Age:	Grade:
			<b>Is this work available for:</b>
			Anthology? Yes <input type="checkbox"/> No <input type="checkbox"/>
			Other Teen Arts Purposes? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>#20</b>	Student Name:	Title:	
	Address:	Select One: Poetry <input type="checkbox"/> or Prose <input type="checkbox"/>	
	City:                      Zip:	Age:	Grade:
			<b>Is this work available for:</b>
			Anthology? Yes <input type="checkbox"/> No <input type="checkbox"/>
			Other Teen Arts Purposes? Yes <input type="checkbox"/> No <input type="checkbox"/>

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