



Australian Society of Authors

Literary Competition Guidelines

The ASA recommends the following guidelines for the entry and administration of literary competitions.

Entry

1. The sponsoring body should bear the main costs of conducting the competition. Entry fees are acceptable so long as they are in proportion to the prizes on offer. A \$5 fee is appropriate where the prize is more than \$1000. Entry fees of more than 1% of the first prize on offer are unacceptable.
2. Advertisements should include:
 - Presentation details (eg. typed, double-spaced, length etc)
 - Requirements relating to previous publication
 - Details of prizes and the names of judges
 - Date and place of announcement of results
 - Closing date, publication plans and fees to be paid for published entries
 - Name, phone number and street address of the organisers (be cautious if only a PO Box address is given).

Administration and Judging

1. For manuscripts and unpublished work, a pen-name should be used on the entry itself; the pen-name and the entrant's real name to be given together on a separate entry form not seen by the judges. In another method of assuring anonymity, the entrant's name must be detached from the manuscript; entries are then numbered serially and each number noted against the appropriate name by the organisers.
2. The names of judges should be published along with details of the competition.
3. Judges should be paid travel and other expenses as well as ASA recommended rates of \$280 per half day or \$440 per day.
4. It should be made known that 'the decision of the judges shall be final and legally binding, and no correspondence shall be entered into regarding the award(s)'.

5. The time between the final date of submission and the date of announcement of prizes should not exceed three months.
6. Results of any literary competition should be publicly announced.

Copyright, Prizes and Payment for Publication

1. The author must retain copyright in the work.
2. If payment of prize money gives sponsors a licence to publish or perform, such licence should be for one publication or performance only, with prize money paid in addition to ASA rates for such licence. Any further licensing of rights by the Author must be by subsequent negotiations.
3. Authors of all entries published in connection with a literary competition should receive publication fees (minimum: ASA rates in the appropriate category).

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