

FORMATTING

Q: If submitting photographic evidence, how many photographs can be put on a page?

A: Up to six photographs may be submitted on one page. You must obtain a release form from all people whose images appear in photographs.

Q: How should the pages in the entry be numbered?

A: Page numbering should be in sequential order. You can choose to number each component separately or as one set of sequential numbers. Just remember not to exceed the page limits. Cover sheets, the Contextual Information sheet, the Classroom Layout sheet, and the photo ID page should NOT be numbered.

Q: If I finish one section of the Written Commentary in the middle of a page, do I start a new page for the next section or begin the next section on the same page?

A: When you finish one section of the written commentary, continue typing on the same page as you begin a new section. Pages of partial text are counted as full pages.

Q: My margins aren't printing at exactly one-inch, what do I do?

A: All page margins, right, left, top and bottom, must be one-inch. For example, in Microsoft Word, set the font at 12-point Times New Roman. Then, under Page Setup, set the page margins at one-inch and check that the header and footer are set at 0.5 inch. Under Format-Paragraph, be sure the spacing before and after are set to 0 pt.

Q: What can be placed in the header of a Written Commentary?

A: In addition to your participant ID number, you can place other identifying information, such as the entry name and number, within the one-inch header at the top of each page.

Q: Is 24-point spacing acceptable for my Written Commentary or Response Sheets?

A: No. You must use double space formatting. There is a process in place at the scoring site to ensure format specifications have been followed. Therefore, if a participant submits a written commentary or response sheets for instructional materials using the 24-point line spacing instead of double-spacing, it will affect the amount of evidence that is scored and may adversely affect your score.

Q: Is it acceptable that my DVD has a title menu?

A: Yes. The title menu can include your participant ID and entry number, but be sure your name is not on the menu.

Q: Is it acceptable if my DVD skips?

A: A DVD that skips is an indication of a possible DVD flaw. Consider burning a new DVD-R. It is your choice. The DVD-R is the most commonly used disc and the format that is most compatible with the largest number of DVD players.

Q: Will my DVD/video be accepted if it is shorter or longer than the specified number of minutes?

A: Yes. It will be accepted; however, only the specified number of minutes will be viewed and used in determining your score. Also, if the DVD/video is not as long as the entry allows, the critical question to ask yourself is whether or not the footage you submit meets the criteria specified in the entry instructions.

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Q: What are the DVD format requirements?

A: Use a standard single-sided DVD-R which means “recordable format disc”. DO NOT use double-sided discs, mini DVDs (8 cm/3.1 inches), or discs of other formats (i.e., DVD, DVD+R, DVDRW, DVD+RW). The DVD-R is the most commonly used disc and the format that is most compatible with the largest number of DVD players. In addition, we strongly recommend you select a silver or metallic color disc so that identifying information you write on the disc can be clearly seen.

“burning” application that will allow the assessors to view from a DVD player attached to a television.

Q: Do my video recordings need to be date/time stamped?

A: No. The video recordings don’t need to be date/time stamped. However, if they are, then the date and time will not be considered a graphic and will not affect the score of your entry.