

AUSTRALIAN AIR CADETS ALUMNI NETWORK

Heritage Writing Competition Rules and Conditions of Entry

All competition entries must adhere to the following requirements:

- 1. Research/Writing Topics.** Each competition entry should address a particular piece of Australian Air Cadet history that has not been published previously. In particular, the selected topic may focus on:
 - a) a cadet or staff member with historical significance;
 - b) a Wing, Squadron, Flight or Unit;
 - c) training in general or a specific type of training activity;
 - d) uniforms, badges, honours and awards or ceremonial;
 - e) National Air Cadet Organisation;
 - f) Significant personal experience related to any of the above topics.

If a member has a topic that doesn't fit within the above list, they should seek clarification and approval for their topic by sending an email to:

alumnicientenarycomp@gmail.com before starting to research or write their entry.

- 2. Entry Form.** Each entry must be accompanied with a completed official Entry Form. Entrants must adhere to all instructions provided on the Entry Form.
- 3. Eligibility to Enter.** The 2019 competition will be open to all Alumni members who are registered on the Alumni database at the time of the closing date for the competition (30 June 2019).
- 4. Judging of Entries.** Winner(s) will be decided by a Judging Panel using set criteria including historical merit, originality, knowledge and research, and structure and presentation. All submissions will be judged anonymously. The Judging Panel reserves the right not to award one or more prizes if submissions fail to meet acceptable standards.
- 5. Prizes.** Prize(s) may be awarded at the sole discretion of the Judging Panel for the winning entry or entries that best meet the judging criteria. Prize(s) will be in the form of an attractive aviation related book(s) and certificate(s) that recognise the contribution of the member to the air cadets historical archive.
Winner(s) will be personally notified and their names published on the Air Cadets Alumni Website and facebook pages. The winners' names may also appear on other AAFC social media sites.
Winning entries may be published in the Alumni e-Magazine and on the Alumni website at the sole discretion of the Alumni Director.
- 6. Word Limit.** The text of the main body of the submission (excluding headings, attributed sources, notes, attachments etc) should not exceed **2000 words**. There is no minimum word count. The text may be accompanied with photos in .jpg format and other diagrams, graphs etc where they are relevant to the topic.
- 7. Entry Format.** Submissions must be typed in English using **Arial 12 point** font (or similar) with **1.5 line spacing** and sent in **.pdf** format.

- 8. Lodgment of Competition Entry.** Entries must be lodged electronically, together with a scanned, completed copy of the Entry Form to:
alumnicientenarycomp@gmail.com
by the closing time stated on the Entry Form.
Please note that each emailed entry should include two attachments: the first attachment being a scanned copy of the Entry Form and the second attachment being the written paper on the selected topic without any author identification.
Entrants will receive acknowledgement of receipt of their entry by return email.
- 9. Contact Details.** The Entrant's name and contact details must be provided on the Entry Form but as stated at Para 8, **the submitted piece of writing must not show the Entrant's name or any other individual identifying mark.**
- 10. Research Sources.** All unclassified sources, including the Official Histories, AAFC Archive and Squadron/Unit records may be used for research purposes. Submissions must not contain any classified material.
- 11. Plagiarism.** Entries must be based on individual research and knowledge and be an original unpublished piece of work. Any submission considered by the judges to contain plagiarized material will be disqualified.
- 12. Acknowledgement of References and Sources.** All sources used in researching the topic and any included material such as third party photos must be acknowledged in the submission.
- 13. Multiple Entries.** Individuals may lodge more than one entry in the competition but each entry must be accompanied with a separate Entry Form.
- 14. Late Entries.** Entries received after the published competition closing time will not be accepted unless agreed in writing by the Alumni Committee.
- 15. Correspondence with Judges.** The judging panel's decision is final. No correspondence will be entered into with individual Entrants regarding their submission.
- 16. Rights to Publish.** Entrants retain copyright of their work but they authorize and license the AAFC National Council Inc to have non-exclusive rights to publish their submission (in part or full) at the National Council's sole discretion in hard copy and/or social media.
- 17. Preservation of Entries.** Competition Entries may be preserved in the AAFC Archive at the sole discretion of the AAFC Historian.
- 18. Competition Authority and Disputes.** The Heritage Writing Competition is organized and administered by the Air Cadets Alumni Committee under the management authority of the AAFC National Council. In the event of a dispute arising regarding the interpretation of these Rules, the decision of the AAFC National Council shall be final and binding on all parties.
- 19. Responsibility for Loss.** The Air Cadets Alumni Committee will take all reasonable care with material submitted but will not accept responsibility for loss of all or part of any entry.
- 20. Questions.** All questions related to this competition should be directed to:
alumnicientenarycomp@gmail.com
- 21. Entry Fee.** There is no entry fee for this competition.