

2017 • 2018



Journalism

Handbook

For Contest Directors, Coaches and Contestants

UIL Journalism Handbook is published annually by the University Interscholastic League.
Any or all sections may be duplicated.

Notice of Non-Discrimination

The University Interscholastic League (UIL) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs.

See Section 360, Non-Discrimination Policy, UIL *Constitution and Contest Rules*.

<https://www.uiltexas.org/policy/constitution/general/nondiscrimination>

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University Interscholastic League

Journalism Handbook

The details in this handbook expand upon the information in the UIL Constitution & Contest Rules. In addition to this handbook, coaches, contestants and contest directors should read Sections 900-906 for information pertaining to all contests. See also the Academic Quick Reference Chart found at the end of this handbook and on the UIL website.

From the UIL Constitution & Contest Rules:

Section 1021: JOURNALISM PROGRAM AND CONTESTS

- (a) **PURPOSE.** The purpose of the UIL's journalism program is not so much to train students to become professional journalists but rather to stress writing and higher order thinking skills.
- (b) **PRACTICAL TRAINING.** Few of the participants in UIL journalism contests pursue careers in journalism. More are trained toward critical evaluation of media, and this training eventually spawns a continuous pressure upon these institutions to better serve our nation.
- (c) **PROGRAM.** The journalism program consists of the voluntary member state high school publications association (ILPC) and the UIL's journalism contests. Schools need not join the journalism association in order to be eligible for UIL contests.
- (d) **INTERSCHOLASTIC LEAGUE PRESS CONFERENCE (ILPC).** For information regarding the ILPC, see Appendix III.

Section 1023: HIGH SCHOOL JOURNALISM CONTESTS

- (a) **ENTRIES.** Each member high school may enter as many as three persons in each of the four journalism contests for its conference at the district level. A student may compete in all four contests.
- (b) **ADMINISTRATION AND JUDGING OF JOURNALISM CONTESTS.** The director of the district and regional meets shall appoint a journalism contest director to conduct and supervise the journalism contests. It is the duty of the contest director to administer the contests in strict adherence to the guidelines set forth by the UIL office. Instances of variances from the guidelines should be reported to the UIL Director of Journalism immediately. The contest director shall be responsible for preventing any communication between contestants or any reference on the part of contestants to notes, books or printed material other than a printed or electronic thesaurus, dictionary and Associated Press stylebook. The contest director or designee shall be timekeeper for the contest and should give periodic warnings of the time limit, even if the contest is held in a room where a clock is clearly visible to the contestants. When the contest time elapses, the contest director or designee shall collect all papers.
 - (1) **Contest Roster.** The contest director should assign a contest number to each contestant.
 - (2) **Identification.** The assigned numbers will be the only identification on the contest papers. Judges shall not have access to the master list of number assignments on the Contest Roster until all judging has been completed. Failure to write the identification number on an entry may result in disqualification. The penalty for writing a student's name or name of school on entry is disqualification.
 - (3) **Judges.** Judges for each journalism contest shall be secured by the journalism contest director before the contest is administered, subject to approval by the meet director. It is recommended that the judging panel have three members and that at least one member be a current or former journalism teacher. At the regional and state level, at least one member of the judging panel shall be a former or current high school journalism teacher. A host site can request a waiver through the UIL office if it is unable to secure a current or former high school journalism teacher for the judging panel. The panel may be asked to judge more than one of the journalism contests. Journalism coaches accompanying their contestants to regional meets may serve on judging committees, provided no coach is assigned to judge entries from the same event in which his or her contestant is competing. It is best to select judges who have no vested interest in the contest and whose integrity is above reproach. It is appropriate and recommended to pay judges a stipend for each contest judged.
 - (4) **Judging Criteria.** Judges should have on hand a list of contest judging criteria, which will be provided to the meet director with the contest packets.
 - (5) **Ranking the Papers.** Judges shall read and critique all papers and rank the top six places. There can be no ties in these contests.

- (6) Contest Materials. Contestants may use an electronic or printed thesaurus, dictionary and Associated Press stylebook during the contest. No other reference materials shall be used.
- (7) Use of Computers. Contestants may choose to use their own computers, which shall be laptops, in the news, feature and editorial contests. If contestants choose to use their own computers, they shall bring a portable printer, associated hardware, software and paper. Spell check, thesaurus and Associated Press stylebook functions may be used if available on the computers. Students who opt to compose their entries on computers accept the risk of computer malfunction. In case of computer malfunction, the contestant may use the remaining allotted time to complete the composition in handwriting or compose on another computer (if available). When printing the contest on an electronic printer, the print command shall be started by the time contest time expires. Once time has expired, participants and coaches shall not disconnect or connect computer equipment or enter new commands in an effort to print the entry. District or regional host sites are not forbidden to provide computers for contestants but are not expected to make those provisions. Computers will not be provided at State, but contestants may use their own laptops and portable printers.
- (c) STATE MEET. The first place entries in conference A, 2A, 3A, 4A, 5A and 6A will be subjected to a second judging. The contestant with the top entry will receive a championship plaque, commonly referred to as “Tops in Texas.”

Section 1024: FEATURE WRITING CONTEST

- (a) THE CONTEST.
 - (1) Purpose. Feature writing teaches student to read critically, to digest and prioritize information quickly, and to write clearly, accurately and succinctly. Emphasis is placed on the same writing skills as other UIL Journalism Contests, as well as the ability to write descriptively.
 - (2) Format. The contest consists of a fact sheet from which participants develop a feature story.

Section 1025: NEWS WRITING CONTEST

- (a) THE CONTEST.
 - (1) Purpose. News writing teaches students to read critically, to digest and prioritize information quickly and to write clearly, accurately and succinctly. Emphasis is placed on mechanical and stylistic precision, lead writing, use of direct and indirect quotes and news judgment.
 - (2) Format. The contest consists of a fact sheet from which participants develop a news story.

Section 1026: EDITORIAL WRITING CONTEST

- (a) THE CONTEST.
 - (1) Purpose. The editorial writing contest teaches students to read critically, to digest and prioritize information quickly and to write clearly, accurately and succinctly. Emphasis is placed on mechanical and stylistic precision, news judgment, and the ability to think deeply, to compare and contrast and to argue or defend a point of view persuasively.
 - (2) Format. The contest consists of a fact sheet from which participants develop an editorial.

Section 1027: HEADLINE WRITING CONTEST

- (a) THE CONTEST.
 - (1) Purpose. Headline writing teaches students to read critically, to digest and prioritize information quickly and to write clearly, accurately and succinctly. Emphasis is placed on the ability to discern key facts and to write with flair and style in order to tell and sell a story.
 - (2) Format. The contest consists of a fact sheet from which participants will read six short articles and write prescribed headlines for each.

Journalism (all four contests)

Contest Rules and Procedures

1. **CONTEST ROSTER.** A contest roster listing contestants will be created from schools' online entries and provided by the contest director.
2. **NUMBERING CONTESTANTS.** Each contestant will be assigned a number. This number should be indicated on the contest roster and included on the contestant's papers.
3. **ROLL CALL.** The contest director will call roll from the contest roster and replace any contestant who is not present with a certified substitute at district and the certified alternate at regional and state. All persons except participating contestants, the contest director, assistants and monitors will be excluded from the room.
4. **SUBSTITUTIONS AND ALTERNATES.** Schools may replace individual contestants on the official district meet roster with a substitute so long as the substitute presents the contest director with the appropriate documentation. Alternates may compete at region and state only in the absence of an individual who won first, second or third place in the preceding competition. See the UIL Constitution and Contest Rules Section 903-905 for clarification.
5. **SEATING.** Contestants will be seated sparsely around the room.
6. **LATE ARRIVAL.** Except in emergencies, the UIL does not recommend allowing contestants to enter the room after this contest has begun. The decision to allow late entry rests with the contest director.
7. **OPTIONS FOR WRITING.** Contestants who are handwriting their compositions may use ruled or plain white paper, standard notebook or typing paper. The written entry should be single-sided and composed in pencil or ink. Contestants may choose to use their own computers (except in HEADLINE WRITING), which shall be laptops. If contestants choose to use their own computers, they shall bring a portable printer, associated hardware, software and paper. Spell check, thesaurus and Associated Press stylebook functions may be used if available on computers. Contestants shall not include their names or the names of their schools on the contest entry. Papers will be identified by numbers assigned by the contest director.
8. **MATERIALS.** The contest director shall be responsible for preventing any communication between contestants or any reference on the part of contestants to notes, books or printed material other than a printed or electronic thesaurus and/or dictionary and an Associated Press stylebook.
9. **TEST DISTRIBUTION.** Testing materials will be distributed so that all participants begin the contest at the same time.
10. **START AND STOP SIGNALS.** The contest director or a designee shall be timekeeper of the contest and should give 15 minutes warning of the time limit, even if the contest is held in a room where a clock is clearly visible to the contestants. When the contest time expires, the contest director or designee shall collect all entries.
11. **JUDGING THE CONTEST.** A properly qualified and impartial judging panel should be selected by the contest director. See Section 1023 of the UIL Constitution and Contest Rules. The papers shall be graded in accordance with the list of journalism contest judging criteria for the contest. Judges should write comments on each paper.
12. **JUDGING CRITERIA.** Judging criteria, a tip sheet and sample story or headline shall be provided to the contest director for each of the four contests. The contest director will ensure that copies of the criteria are made available for review by judges prior to the contest.
13. **VERIFICATION PERIOD.** Following grading and input of unofficial results into the online entry

system, contestants and coaches shall be allowed a time period to identify papers (see After the Contest, Verification Period). Judging decisions and rankings are subjective and shall not be subject to protest. Coaches or contestants not present for the viewing period forfeit their opportunity to identify entries and accept final results as official.

14. **ANNOUNCING OFFICIAL RESULTS.** Following the verification period, The contest director should announce the name and school of first through sixth place individuals. Official results, once announced, are final.
15. **RETURNING THE PAPERS.** If results are final, district papers may be returned no sooner than the end of the last contest day of the district week. Regional papers may be returned no sooner than late Saturday of region weekend.
16. **NOTIFYING ALTERNATES.** If an individual qualifier cannot compete at the next higher meet, the alternate shall be notified and allowed to compete in accordance with Section 904 (Region) and Section 905 (State) of the UIL Constitution and Contest Rules.
17. **CONFIDENTIALITY.** Coaches, contest directors and contestants shall maintain confidentiality of contest material until the official release date. Transfer of information relative to the test shall be considered a violation of the Academic Contest Ethics Code and subject to penalties as outlined in the UIL Constitution and Contest Rules.
18. **SWEEPSTAKES POINTS.** Points are awarded through sixth place according to Section 902 of the UIL Constitution and Contest Rules.

BEFORE THE CONTEST

ROOM

Secure a room of adequate size for the number of contestants expected. The room should have chairs and desks or tables of proper height and a continuous writing surface. Sufficient electrical outlets must be available for News, Feature and Editorial.

MATERIALS AND EQUIPMENT

The contest director will provide:

- Accurate clock for timing, preferably one that contestants can see during the contest
- Paper clips
- Stapler
- White paper
- (DISTRICT) One 8 ½ x 11 envelope per school entered, for returning materials

CONTEST PACKET

The League office will provide:

- Copies of the contest
- Judging criteria for each contest
- Contest tips and a sample story or headlines. (Give one to each judge before judging and attach one to each entry after judging.)
- Statement to the contestants
- Statement to the judges
- (REGION) State Meet information cards for State Meet qualifiers (5)

The meet director may schedule a specific time and place for contest directors to pick up the test packet before the contest. Contest officials should inventory the contents before the contest. The packet should be checked to verify the correct materials are enclosed and the number of copies included is sufficient for the number of competitors. The test packet should then be resealed and not opened again until just prior to the beginning of the contest.

PERSONNEL

Coaches of competitors may serve as contest directors, assistants and monitors.

- Contest director.
- Assistant to the contest director.
- Room Monitor.
- Judges. Select properly qualified and impartial judges. A minimum of three judges is recommended. Judging panels should (required at Region and State) consist of at least one high school journalism educator, current or retired. The remaining judges may be professional reporters and editors and/or other persons with writing/editing backgrounds. At the regional level, journalism coaches may volunteer to judge an event in which their student is not a contestant.

TIME

Allot one hour for the News, Editorial and Headline contest. Allot one hour and 15 minutes for the Feature contest. The first 15 minutes is for roll call and opening remarks and the remaining time (45 minutes for Editorial, News and Headline and one hour for Feature) for the test. It is critical to stay on schedule as some students may need to go to other events.

Allow at least two hours to judge the entries.

Arrange for and announce the time and place of verification and the announcement of official results.

EVENT ROSTER & RESULTS WORKSHEET

Obtain a copy of the contest roster from the meet director, which will be generated from the UIL Spring Meet Online Entry System. It will list the school, contestant number, contestant name, district or region number and will indicate the competitors and alternates. You also record scores and/or results on this form to give to the meet director, who will then enter the results/scores into the online system before verification is held for the event.

ORGANIZING MATERIALS

Check all tests to ensure that all pages are printed clearly and completely. Each contestant will be assigned a number indicated on the contest roster. The number will be listed on the roster as, for example, 6A-17 or 2A-4, indicating the conference and a number. Ensure that the contestant writes his or her contestant number in the upper right-hand corner of the test cover sheet, on the answer sheet, and on each page of the tie-breaking essay.

(DISTRICT and REGION) If there is more than one district or conference at the meet, it is important to differentiate contestant numbers by district or conference.

SORTING ENVELOPES (DISTRICT RECOMMENDATION)

Provide and label a large (8.5 x 11) envelope for each school entered in the district meet. Write the name of the school and contest on the top of the envelopes. After the verification period, contestants' tests and keys should be placed in the appropriate envelope for return to each school no sooner than late Saturday of the district week.

COMPUTER USE

Students may use laptop computers in the News, Feature and Editorial contest. Rules regarding computer use include:

- Contestants must also bring a portable printer, paper, software and other necessary accessories such as extension cords.
- Computer spell check, thesaurus and Associated Press stylebook programs may be used if available.
- Typed entries should be single-sided and double-spaced, using any standard 12-point font and 1-inch margins on regular 8 1/2 x 11-inch white paper.
- The print command must be entered prior to the time the contest time expires.
- Once time has expired, participants and coaches shall not disconnect or connect computer equipment or enter new commands in an effort to print.
- Contestants accept all risks associated with use of computers. In the event of a computer malfunction, contestants may use remaining time to compose their entry by hand or on another computer (if available). However, time limits remain in effect.
- Districts and regions may decide to provide computers for contestants but are not expected to make those provisions. Students accept all risks associated with the provided computers. Students may choose to handwrite their entries or may use their own laptop and portable printer. Computers will not be provided at the State Meet, but contestants may use their own laptop computers and portable printers.

CONDUCTING THE CONTEST

1. Set up the room to facilitate the monitoring of the room by contest officials.
2. Organize contest materials for easy distribution.
3. Seat the contestants sparsely around the room.
4. Call roll from the roster and provide students with their assigned contestant number. Replace any contestant who is not present with a certified substitute at district and the certified alternate at regional.
5. Dismiss from the contest room all individuals, except the contestants, contest director and assistants. Instruct graders to report to the grading room with answer keys and surplus tests; remind them about confidentiality.
6. Instruct contestants to place their assigned number in the upper right-hand corner of all pages.
7. Check all contests to ensure that all pages are printed clearly and completely. Distribute the prompt sheet(s) to the students. Do not distribute the contest tips or sample story/headline. Contestants may use a dictionary, thesaurus and AP Stylebook during the contest.
8. Prevent any communication between contestants, or any reference on the part of contestants to notes or books other than those listed above.
9. Except in an emergency situation, do not allow contestants to leave the room prior to turning in their paper.
10. Keep time for the contest. Give a 15 minute warning of the time limit, even if the contest is held in a room where a clock is clearly visible to the contestants. When time has elapsed (45 minutes for News, Editorial and Headline and one hour for Feature) from the time the contestants have been given the fact sheet, tell students to put down pencils/pens or remove fingers from the keyboard.
11. Collect all entries. Check that the correct contestant number is on each document and count the number before taking the entries to the judges.
12. Gather prompts for the contest so that none are retained by the contestants, coaches or other interested parties.
13. Deliver all materials to the grading room.
14. Submit the substitution forms/letters to the meet director to update the original entry in the online entry system.

JUDGING THE CONTEST

1. Exclude contestants and coaches from the room when judging. Allow sufficient time for careful judging.
2. Make available the journalism contest judging criteria to the judges.
3. Review the judging criteria and ensure that the judges see the tip sheet and sample story/headlines.
4. Length. There is no minimum or maximum length requirement (for News, Feature or Editorial) though the paper should sufficiently cover the topic.
5. It is recommended that each paper is read by more than one judge.
6. For Headline Writing, consider using a point system to judge papers. Judges score each individual headline on a 0 to 3 range with 3 being a perfect headline. Then, judges add points to determine the winner. Ties must be broken. It is best if one judge scores all the same headlines. For example, have one judge score headline #1 and #2, the next judge scores headlines #3 and #4 and the final judge scores headlines #5 and #6. This will give you consistency in judging.
7. Remember in Feature Writing, students can add some details and create some dialogue to develop the lead (since they are not able to do the actual interviewing or be at the actual event) as long as it does not stray too far from the story line.
8. Constructive criticism **MUST** be written on each paper. Have the judges write their comments directly on the contest entries. Attach a copy of the contest tips and sample story/headline to each entry after judging.
9. Ties. There are no ties in any journalism contest. Judges must select first through sixth places.
10. After papers have been ranked, indicate the name and school of the student that corresponds with the contestant number. This will expedite the verification process.

AFTER THE CONTEST

REPORT TO MEET DIRECTOR

Individual contest directors shall give the contest roster/results form to the district director immediately after the contest papers are scored. The district meet director is responsible for entering results into the online entry system. All ranks must be entered into the online entry system prior to verification and announcement of results. Provide at least one copy of the unofficial results from the online entry system during verification.

VERIFICATION PERIOD

Announce that no one present may use writing or erasing instruments during the verification period. The contest director shall allow the contestants and coaches a time period not to exceed 15 minutes to look at all of the following items:

- Contestant's papers
- Display of ranks after entry into the UIL Spring Meet Online Entry System

Do not allow anyone to take papers from the room. During this period, the contestants and/or coaches shall verify that they have the correct papers and look for possible errors in online entry or mistakes in contestant numbers. Judging decisions and rankings are subjective and shall not be subject to protests.

Display or unofficially announce the top six contestant's ranks from the online scoring system after ranks were entered. This will allow data entry of score to be reviewed by contestants and coaches during the verification period.

If errors are found during the verification period, the contest director shall make the corrections.

After resolving all questions, or the end of the 15 minutes, the contest director should announce that the Verification Period has ended. Collect all papers if papers are not being returned on the day of the contest, see Returning Papers below.

ANNOUNCING OFFICIAL WINNERS

The contest director should make any necessary announcements regarding the return of papers if necessary and any instructions regarding the awards ceremony. The contest director will announce official results with the name and the school of each contestant who places individually first through sixth. These results, once announced as official, shall be final.

QUALIFICATIONS TO REGIONAL OR STATE

Contestants can qualify to the next level of competition as individual first, second and third place winners as described in Section 902 (h)(3) of the UIL Constitution and Contest Rules.

RETURNING PAPERS

If papers are not being returned, pick up all entries, prompts and rubrics so that none remain with a contestant or coach. Place the materials in the sorting envelopes by school. At the district meet, papers may be returned no sooner than the end of the meet on the last day of the district week. If the region meet is held on Saturday, the test, answer keys, scoring charts and answer sheets may be returned to the contestants on the day of the meet.

JOURNALISM QUICK REFERENCE CHART

Note: Grading time varies. For most events, allocate two hours.

EDITORIAL	FEATURE	NEWS	HEADLINE
<p>ROOMS 1 – testing 1 – grading (can use one room for all journalism contests)</p> <p>SET UP PREP TIME — 15 minutes TEST TIME — 45 minutes</p> <p>CONTEST MATERIALS UIL Packet: fact sheet, judging criteria, tips (attach one to each entry)</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, red markers, pencils, pencil sharpener, stapler and one 8 1/2 x 11-inch envelope per school</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Room monitors <p>NUMBER OF ENTRIES (District) Three per school (Region) 1st/2nd/3rd individuals per district</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual — No ties <p>GRADING/JUDGES Panel of three qualified judges. At least one judge should be a current or former high school journalism teacher.</p> <p>AWARDS Individual medals 1st through 6th</p> <p>POINTS</p> <p>1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>Team First place team — 10 points Second place team — 5 points</p> <p>ADVANCE Top three individuals</p>	<p>ROOMS 1 – testing 1 – grading (can use one room for all journalism contests)</p> <p>SET UP PREP TIME — 15 minutes TEST TIME — 60 minutes</p> <p>CONTEST MATERIALS UIL Packet: fact sheet, judging criteria, tips (attach one to each entry)</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, red markers, pencils, pencil sharpener, stapler and one 8 1/2 x 11-inch envelope per school</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Room monitors <p>NUMBER OF ENTRIES (District) Three per school (Region) 1st/2nd/3rd individuals per district</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual — No ties <p>GRADING/JUDGES Panel of three qualified judges. At least one judge should be a current or former high school journalism teacher.</p> <p>AWARDS Individual medals 1st through 6th</p> <p>POINTS</p> <p>1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>Team First place team — 10 points Second place team — 5 points</p> <p>ADVANCE Top three individuals</p>	<p>ROOMS 1 – testing 1 – grading (can use one room for all journalism contests)</p> <p>SET UP PREP TIME — 15 minutes TEST TIME — 45 minutes</p> <p>CONTEST MATERIALS UIL Packet: fact sheet, judging criteria, tips (attach one to each entry)</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, red markers, pencils, pencil sharpener, stapler and one 8 1/2 x 11-inch envelope per school</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Room monitors <p>NUMBER OF ENTRIES (District) Three per school (Region) 1st/2nd/3rd individuals per district</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual — No ties <p>GRADING/JUDGES Panel of three qualified judges. At least one judge should be a current or former high school journalism teacher.</p> <p>AWARDS Individual medals 1st through 6th</p> <p>POINTS</p> <p>1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>Team First place team — 10 points Second place team — 5 points</p> <p>ADVANCE Top three individuals</p>	<p>ROOMS 1 – testing 1 – grading (can use one room for all journalism contests)</p> <p>SET UP PREP TIME — 15 minutes TEST TIME — 45 minutes</p> <p>CONTEST MATERIALS UIL Packet: fact sheet, judging criteria, tips (attach one to each entry)</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, red markers, pencils, pencil sharpener, stapler and one 8 1/2 x 11-inch envelope per school</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Room monitors <p>NUMBER OF ENTRIES (District) Three per school (Region) 1st/2nd/3rd individuals per district</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual — No ties <p>GRADING/JUDGES Panel of three qualified judges. At least one judge should be a current or former high school journalism teacher.</p> <p>AWARDS Individual medals 1st through 6th</p> <p>POINTS</p> <p>1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>Team First place team — 10 points Second place team — 5 points</p> <p>ADVANCE Top three individuals</p>

STUDY MATERIALS

Shop the UIL Online Store at store.uiltexas.org to purchase study Materials. Some materials are available for free download.

- The journalism study packet includes packets for News Writing, Feature Writing, Editorial Writing and Headline Writing. Each packet includes: 1) the previous year's district, regional and state tests for that respective contest, 2) judging criteria, 3) the previous year's State Meet winners for that respective contest.
- In addition, the Interscholastic League Press Conference has resources to assist advisers.

The Academics homepage of the UIL website contains a variety of additional forms needed for academic programs, including the Professional Acknowledgment Form for all sponsors, coaches and directors of academic events and the Substitute Eligibility Form needed for contestants not listed on the original entry form for UIL meets.

The Journalism Handbook includes a description of the current UIL contest format, rules and procedures. It is available as a free download: <http://www.uiltexas.org/academics/resources/contest-handbooks-manuals>

The *Journalism Contest Manual* offers suggestions on the best ways to approach each of the contests, as well as advice on practices to avoid.

The generic forms needed to host invitational meets, such as grading rubrics, answer sheets and contest results form are posted, as are the Academic Meet Director Manual, the conflict pattern and various checklists for academic Coordinators. Check the different web pages for speech and debate, theatre, and the A+ Program for current information and forms specific to those contests.



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