



To: District Prose and Poetry Contest Directors 2024-25  
From: Jana Riggins, State Director  
RE: Administering the Prose and Poetry Contests

The **UIL Prose and Poetry Handbook** will assist you in procedures for the contests. It is downloadable free. [https://www.uiltexas.org/files/academics/ProsePoetry\\_24\\_25\\_Posted\\_2.pdf](https://www.uiltexas.org/files/academics/ProsePoetry_24_25_Posted_2.pdf)

As Contest Director for Prose and Poetry, it is very important that you read carefully the current contest rules, as well as the contest procedure instructions in the 2024-25 handbook. In addition, this memo will provide specific clarity in order that your documentation checks run smoothly. Please make it available to anyone assisting you with documentation check.

UIL requires the use of the tournament management system **SpeechWire**, including for entries and results. Access the system at [speechwire.com](https://www.speechwire.com). It has been customized for the League to implement the rules, sectioning, and tabulation according to UIL procedures. It is capable of tabulating the ranks when using panel judges, just as you have been accustomed to TalkTab doing in the past.

UIL TalkTab 3.1 tabulation software is still currently available for downloading free from the UIL website.

<https://www.uiltexas.org/speech/info/talktab-speech-tabulation-software>

If you plan to use it, you should download the tabulation software and familiarize yourself with its capabilities especially since you may have to work with your IT staff to ensure you have the equipment needed to run the software.

UIL Prose and Poetry contests have two designated performance categories per event. Carefully review the category descriptions in advance of the meet so that you are confident in training judges and checking documentation for events. Read the latest rulings regarding specific literature/authors posted on the official UIL website. See the Oral Interpretation webpage.

***Give copies of the “Guidelines for Judges of Poetry & Prose” included in this contest packet to your judges in advance of the meet. It is critical for your judges to be aware of specific requirements and literature that is allowed under the rules. We offer Judge Training materials online. I urge you to require your prose and poetry judges to review the Resources for Judge Training at <http://www.uiltexas.org/speech/oral-interp> in advance of the district meet. Then, on the day of the contest, conduct a briefing session prior to starting the rounds to make sure judges understand what each category is requiring of the contestants so all competitors are judged accordingly.***



## Review the following to check documentation:

### Poetry: Category A: Recognizing Joy: Focusing on the Little Things

Consult the *UIL Prose and Poetry Handbook* for a full description of the category and category restrictions.

**\*Note\*** Contestants shall provide a printed copy of the UIL Poetry A Documentation Form.

The contestant may read one single poem, an excerpt of a poem or poems, or may create a program containing no more than six literary works of poetry. If a program is used, one poem from an unpublished source is allowed to be included in the program but it cannot be self-authored. The majority of the performance must be *published* poetry. Unless published as poetry, song lyrics may be used only as transitions between poems. These shall not count as poems in the six allowed in this category. If transitions are sung, the singing should be limited in scope. For this category, co-authored and anonymous works are permissible. *The goal of this category is to recognize joy in even the simplest of things. The overall tone of the performance should be joyful.*

### As Contest Director, prior to starting rounds, you should check for the following:

- 1) Examine the student's official UIL Documentation Form
- 2) Proof that the contestant's performance includes no more than 6 poems
- 3) Proof that the selection(s) is/are published, printed poetry with the exception that one selection may be unpublished, but not self-authored if contestant is performing a program
- 4) No selections from plays, screenplays, movies, monologues
- 5) No song lyrics published as music only and not as poetry may be a part of the performance (unless used to transition between poems)
- 6) Proof that the poet(s) used for Category A is/are different from the poet(s) the student is using for Category B
- 7) Proof contestant has sufficient copies of the UIL Poetry A Documentation Form for each of their judges (no proof of publication, etc. attached; only the Documentation sheet itself)

### PROOF OF PUBLICATION

\*A poem is NOT considered published, printed material if only posted on the Internet. Contestants can prove their selection is published in hard copy in one of the following ways:

- Provide the original book
- Provide a copy of the Library of Congress cataloging/copyright information from the original source or from the Library of Congress Online catalog (<http://www.catalog.loc.gov/>)
- Provide official communication from the publisher or author indicating the printed publication in which the selection can be found
- Provide a printout of publication information directly from a legitimate online source (see additional information below)

#### Legitimate online sources:

If using an online source for documentation, the page must be printed in hard copy and have the URL downloaded and printed in the header/footer of the page.

- Library of Congress data page
- Website copyrighted to author
- Publisher's website
- Online encyclopedias maintained by reputable publishing companies
- Online libraries maintained by government agencies, colleges/universities
- Websites run by
  - government agencies
  - college/university webpages that are maintained by faculty and university personnel, not students
- Websites sponsored by reputable journalistic organizations

### **UNacceptable Documentation**

- X Wikipedia
- X Facebook
- X (Twitter) now known as “X”
- X Tumblr
- X IMDb.com
- X Unofficial document generated by contestant, such as cut & pasted document
- X Goodread.com
- X Trueknowledge.com
- X Student websites
- X Fan websites
- X Freebase.com
- X Unauthorized encyclopedias
- X Web pages that come from discussion groups, chat rooms, or blogs
  - *See Rulings section on the Oral Interpretation page of the UIL speech web for updates on additional sites/official rulings.*

### Special Notes:

If the selection is drawn from a literary collection or anthology, the contestant must go an extra step and supply one of the following:

- ✓ the original source confirming the selection is included **OR**
- ✓ a photocopy of the table of contents designating the title of the book as well as proof the specific selection is included in that book **OR**
- ✓ an online printout that includes the URL proving the selection is included in the anthology

If the selection is drawn from a book containing mixed genre (such as poetry, prose and drama), the contestant must prove the selection is poetry.

### **PROOF OF NO REPEAT POETS**

This may be done by the following:

- Show the literature/authors being read in both categories
- Refer to student’s UIL Documentation A & B Forms

### **Poetry: Category B: Inspiring Change: Striving for a Better Tomorrow**

*See the **UIL Prose and Poetry Handbook** for a full description of the category and category restrictions.*

***\*Note\*** Contestants shall provide a printed copy of the UIL Poetry B Documentation Form.*

The contestant shall read a minimum of two selections but no more than six in their performance. They may use poems from one or more poets. Co-authored and anonymous poems are permissible. Unless published as poetry, song lyrics may be used only as transitions between poems and their use limited, with the focus placed on the poetry itself. These shall not count as poems in the six allowed in this category. *The goal of this category is to explore developments that have enhanced our world and to celebrate the positive change over time that has led to a better future.*

### **As Contest Director, prior to starting rounds, you should check for the following:**

- 1) Examine the student’s official UIL Documentation Form
- 2) Proof that the contestant’s performance includes at least 2 poems but no more than 6 poems
- 3) No plays, screenplays, movies, and monologues
- 4) No song lyrics published only as music and not as poetry (unless for transition purposes)
- 5) Proof that the poet(s) used for Category B are different from those the student is using for Category A

- 6) Proof the contestant has sufficient copies of the UIL Poetry B Documentation Form for each of their judges
- 7) No proof of publication for Category B is required.

### **PROOF OF NO REPEAT POET**

This may be done by the following:

- Show the literature/authors being read in both categories
- Refer to student's UIL Documentation A & B Forms



### **Prose, Category A: Recognizing Joy: Focusing on the Little Things**

See the *UIL Prose and Poetry Handbook* for a full description of the category and category restrictions.

*\*Note\* Contestants shall provide a printed copy of the UIL Prose A Documentation Form.*

The contestant may read a single literary work of prose, an excerpt of a work of prose or may create a program containing no more than four literary works of prose. If a program is used, one selection from an unpublished source but that is not self-authored is allowed to be included in the program. The majority of the performance must be *published* prose. The performance may be fiction or nonfiction. Co-authored and anonymous works are permissible. *The goal of this category is to recognize joy in even the simplest of things. The overall tone of the performance should be joyful.*

### **As Contest Director, prior to starting rounds, you should check for the following:**

- 1) Examine the student's official UIL Documentation Form
- 2) Proof that the contestant's performance includes no more than 4 selections
- 3) Proof that the selection or selections are all published, printed prose with the exception that one may be unpublished but not self-authored if contestant is performing a program
- 4) No plays, screenplays, movies, monologues
- 5) No speeches
- 6) Proof that the author used for Category A is different from the ones the student is using for Category B
- 7) Proof the contestant has sufficient copies of the UIL Prose A Documentation Form for each of their judges (no proof of publication, etc. needs to be attached)

### **PROOF OF PUBLICATION**

\*A selection is NOT considered published, printed material if only posted on the Internet or only in e-book form. Contestants can prove their selection is published in hard copy in one of the following ways:

- Provide the original book
- Provide a copy of the Library of Congress cataloging/copyright information from the original source or from the Library of Congress Online catalog (<http://www.catalog.loc.gov/>)
- Provide official communication from the publisher or author indicating the printed publication in which the selection can be found
- Provide a printout of publication information directly from a legitimate online source (*see additional information below*)

#### **Legitimate online sources:**

If using an online source for documentation, the page must be printed in hard copy and have the URL downloaded and printed in the header/footer of the page.

- Library of Congress data page

- Website copyrighted to author
- Publisher’s website
- Online encyclopedias maintained by reputable publishing companies
- Online libraries maintained by government agencies, colleges/universities
- Websites run by
  - government agencies
  - college/university webpages that are maintained by faculty and university personnel, not students
- Websites sponsored by reputable journalistic organizations

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- X (Twitter) now known as “X”
- X Tumblr
- X IMDb.com
- X Unofficial document generated by contestant, such as cut & pasted document
- X Goodread.com
- X Trueknowledge.com
- X Student websites
- X Fan websites
- X Freebase.com
- X Unauthorized encyclopedias
- X Web pages that come from discussion groups, chat rooms, or blogs
  - See *Rulings section on the Oral Interpretation page of the UIL speech web for updates on additional sites/official rulings.*

**Special Notes:**

If the selection is drawn from a literary collection or anthology, the contestant must go an extra step and supply one of the following:

- ✓ the original source confirming the selection is included **OR**
- ✓ a photocopy of the table of contents designating the title of the book as well as proof the specific selection is included in that book **OR**
- ✓ an online printout that includes the URL proving the selection is included in the anthology

If the selection is drawn from a book containing mixed genre (such as a combination of poetry, prose, and drama), the contestant must prove the selection is prose.

**PROOF OF NO REPEAT AUTHOR**

This may be done by the following:

- Show the literature/authors being read in both categories
- Refer to student’s UIL Documentation A & B Forms



**Prose, Category B: Inspiring Change: Striving for a Better Tomorrow**

See the **UIL Prose and Poetry Handbook** for a full description of the category and category restrictions.

*\*Note\* Contestants shall provide a printed copy of the UIL Prose B Documentation Form.*

The contestant shall create program containing no fewer than two prose selections and no more than four prose selections. Students may use prose selections from one or more authors. For this category, prose includes fiction, nonfiction, news sources, speeches, essays, letters and diaries.

Co-authored works and anonymous works of prose are permissible. *The goal of this category is to explore developments that have enhanced our world and to celebrate the positive change over time that has led to a better future.*

All selections may be published, printed prose, online prose or transcribed prose. Contestants are allowed to transcribe the material they are performing.

**As Contest Director, prior to starting rounds, you should check for the following:**

- 1) Examine the student's official UIL Documentation Form
- 2) Proof that the contestant's performance includes at least 2 prose selections but no more than 4
- 3) No plays, screenplays, movies, monologues
- 4) No song lyrics as selections or transitions
- 5) Proof that the author(s) used for Category B are different from the ones the student is using for Category A
- 6) Proof the contestant has sufficient copies of the UIL Prose B Documentation Form for each of their judges
- 7) No proof of publication for Category B is required

**PROOF OF NO REPEAT AUTHOR**

This may be done by the following:

- Show the literature/authors being read in both categories
- Refer to the student's UIL Documentation A & B Forms

\*See the UIL website at <http://www.uiltexas.org/speech/oral-interp> for the latest interpretive rulings and examples. There are postings on specific online sources and on authors' works.

- Electronic Retrieval Devices such as Kindle, Nook, iPad, and smart phones do NOT meet constitutional requirements to provide hard copy proof of documentation. Students may not show their documentation electronically. They must provide a hard copy.  
<http://www.uiltexas.org/speech/oral-interp/documentation-ruling-electronic-devices>
- The UIL State Office has made an official ruling that the online encyclopedia, Wikipedia, is not a respected academic research site, and documentation from it or sites that draw information from it will not be accepted for UIL oral interpretation.
- **Novels-In-Verse:** If a literary work can be officially documented as a "novel-in-verse", it is considered poetry for UIL competition.
- **Artificial Intelligence:** Students should not perform material (prose or poetry selections) created by generative AI sources.

Thank you, Contest Directors, for your dedication to running an efficient, fair and equitable contest. We have made every attempt to assist you through the *C&CR*, *UIL Prose & Poetry Handbook*, discussion posted on the official UIL website, as well as this instructional memo on documentation. If you have any questions, do not hesitate to contact me in advance of the contest.

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