

CONDITIONS OF ENTRY

ELIGIBILITY:

- The Croker Prize for Biography is open to all financial members of the Society.
- Non-members and members of the SAG Board, Committees, Office Bearers and staff are not eligible to enter.
- All entries must be accompanied by an entry form.
- Previous winners, unless otherwise ineligible under these eligibility requirements, may enter again in future years.

CROKER PRIZE:

- Entries are to be a biography **of an entrant's relative** related to the annual theme and must be original research not previously published.
- One cash prize of \$1,000, the Croker Prize for Biography, will be awarded to the best entry as judged by the Board's Croker Prize Committee.

TIMING:

- The annual theme for the Croker Prize for Biography, to be decided by the Croker Prize Committee, will be announced in March through the Society's magazine *Descent*, its newsletter, website and other channels.
- **Entries will close at midnight (Sydney NSW time) on 31 May in the same year.** No late entries will be accepted.
- All entries will be published **anonymously** on the Society's website in June.
- The entrants, including the winner, will be notified of the result of their entry in August.
- The winning entry will be announced and published in the Spring/September issue of *Descent*.
- Entrants, including the winner, are not to disclose the results of their entries prior to the publication of the Spring/September issue of *Descent*.
- The author of each entry will be identified on the SAG Website following the announcement of the winner in *Descent*.
- All entries will continue to remain on the SAG Website at least until June in the following year.

SUBMISSION OF ENTRIES

- Members, subject to eligibility requirements, may submit one entry per year.
- Each entry **MUST** be submitted with a completed entry form.
- Submission of an entry constitutes an entrant's acknowledgment that the Society has the right to publish the entry and that the author has obtained any approvals required for publication, including copyright of illustrative material used.
- Entries will not be returned and will be retained in the Society's collections.
- Entries are preferred to be submitted in electronic format (such as a Word document) and may be submitted by email (membership@sag.org.au) or on flash drive or CD or in hardcopy posted to 120 Kent Street Sydney NSW 2000.
- Any illustration included in the entry should also be submitted as a jpeg file (scanned at least at 600dpi for publication).

- The winning entrant agrees to join the Croker Prize Committee as a committee member for a minimum of one year, and maximum of three consecutive years, subsequent to that of their winning entry. (Please note that Committee members do not need to be located in Sydney as all judging may be done via email, or post.)

CONTENT AND REFERENCES:

- Entries are to be in the form of a short biographical essay about the entrant's relative and must relate to the annual theme. The title does not have to be the same as the theme.
- References **MUST** be provided to show evidence of research and analysis and will form part of the judging criteria. Any entries not including references will be deemed ineligible. References must not include extra biographical material or analysis.
- Entries may, if desired, include one captioned illustration relevant to the essay. Captions should be 10 words or less. This illustration should be suitably placed within the essay. The inclusion or exclusion of an illustration does not form part of the judging criteria.

WORD COUNT:

- The **body** of the entry must be between 800 and 1,000 words.
- The title, references and any illustration captions are **NOT** included in the word count.
- The word count is to be included on the entry form and entries will be deemed ineligible if outside the specified word range.

FORMAT OF ENTRIES

- The body of the entry is preferred in 12 point font, single-spaced with justified text, and references are preferred in 10 point font.
- Subheadings are not to be used..
- To allow anonymity for judging purposes, the author should not be named nor be identifiable in the text or reference notes of the essay.

JUDGING OF ENTRIES:

- Entries will be judged according to the following criteria:
 - a) Entries must relate to the identified theme and be about the entrant's relative.
 - b) Entries should be well written, informative and entertaining.
 - c) Entries must be logically organised with an introduction and conclusion, using good grammar and spelling.
 - d) Entries should demonstrate good genealogical research skills, as evidenced by referenced sources.
- The decision of the Committee is final and no correspondence of any type will be entered into. However, selective feedback may be provided to individual entrants at the discretion of the judges.
- The Society's Board reserves the right, on the recommendation of the Committee, not to award the Croker Prize for Biography if the entries are not considered to be of sufficient merit or if insufficient entries are received.