



Phi Theta Kappa's  
*Nota Bene:*

Your Key to Becoming  
a Published Author

# What is Nota Bene?

*Nota Bene*, Latin for "note well," is Phi Theta Kappa's honors anthology. It recognizes outstanding writing of Phi Theta Kappa members and demonstrates to the literary public the academic excellence and commitment to scholarship found at two-year colleges.



# Who Can Submit Entries to Nota Bene?

Only Phi Theta Kappa members may submit manuscripts, and manuscripts should be submitted while a member is enrolled in an associate-degree program.



# What type of work is accepted?



- ◆ Qualitative and quantitative research papers
- ◆ Poetry
- ◆ Short stories
- ◆ Essays
- ◆ Drama

# Special Requirements for Entries:



- ◆ Manuscripts should be typed or produced on a word processor. No handwritten manuscripts can be accepted.
- ◆ No submission can exceed 2,500 words.
- ◆ Manuscripts should not have been previously published except in college literary magazines.

# Entry Requirements (continued):



- ◆ A member can enter as many manuscripts as he or she wishes, in as many categories.
- ◆ In cases of multiple entries, each entry must have a separate cover sheet.

# Entry Requirements (continued):



- ◆ Due to the large volume of submissions, manuscripts can not be returned, nor can members be notified when manuscripts arrive at Society Headquarters.
- ◆ If members require proof of arrival, please send manuscript(s) Return Receipt Requested.

Each manuscript requires a cover sheet with the following information:



Jane Doe

21 Main Street

Madison City, IO 12345

606.383.5555

[jane.doe@emailaddress.com](mailto:jane.doe@emailaddress.com)

Gamma Gamma Gamma Chapter

John Smith, advisor

State Community College

# Where should entries be mailed?



Phi Theta Kappa  
International Honor Society of the Two-  
Year College  
Center for Excellence  
Attn: *Nota Bene*  
1625 Eastover Drive  
Jackson MS 39211

# How are entries judged?

- ◆ Submissions will be reviewed by a panel of writers and educators
- ◆ 100 selections will be chosen for final review by the *Nota Bene* Jury
- ◆ No more than 30 selections are chosen annually for publication.



# Nota Bene Scholarships:

- ◆ The author of the manuscript judged most outstanding will receive the Citation Scholarship, a stipend of \$1,000.
- ◆ Authors of four manuscripts will be named recipients of Reynolds Scholarship Awards, stipends of \$500 each.



# Tips from *Nota Bene* judges:

**Remember that every submission is judged first on visual presentation:**

- ◆ Are all parts of the entry clearly and accurately completed?
- ◆ Do the title page and format look professional, neat and accurate?
- ◆ Have you checked for page sequence and copy "jumps"?



# Judge's Tips, continued:

◆ Proof, proof and proof again for typos and grammar:

◆ Literary works can take license, but obvious spelling mistakes, incorrect grammar, and wordy or awkward phrasing show lack of care (and drive journalists and English majors crazy!)



# Judge's Tips, continued:

◆ The best works speak of personal, not contrived experiences and are written from the heart.

◆ If your work is not selected the first time around, try, try again. Writing, like good wine, gets better with time and care.



## *Nota Bene:*

# Unlock your literary potential



- ◆ All entries must be received at Headquarters by Dec. 3, 2004
- ◆ *Nota Bene* is published in the summer and mailed to community college advisors, presidents and libraries
- ◆ For more information, see the Society publications section of [www.ptk.org](http://www.ptk.org)