

THE PROVERSE PRIZE FOR UNPUBLISHED NON-FICTION, FICTION OR POETRY.

PLEASE VISIT THE WEBSITE, <www.proversepublishing.com> on 30 June 2018 (the closing date for Entry Forms / Entry Documents, Entry Fees, and Entered Work to be received) and read any revised document which may have been uploaded in the meantime.

PREVIOUS WINNERS OF THE PROVERSE PRIZE

Rebecca Tomasis, for her novel, "Mishpacha – Family"
Laura Solomon, for her young adult novella, "Instant Messages"
Gillian Jones, for her novel, "A Misted Mirror"
David Diskin, for his novel, "The Village in the Mountains"
Peter Gregoire, for his novel, "Article 109"
Sophronia Liu, for her collection of sketches, "A Shimmering Sea"
Birgit Linder, for her illustrated poetry collection, "Shadows in Deferment"
James McCarthy, for his biography, "The Diplomat of Kashgar"
Philip Chatting, for "The Snow Bridge and Other Stories"
Celia Claase, for her essay and poetry collection, "The Layers Between"
Lawrence Gray, for his novel, "Adam's Franchise"
Gustav Preller, for his novel, "Curveball: Life never comes at you straight"
Ivy Ngeow, for her novel, "Cry of the Flying Rhino".

PREVIOUS WINNERS OF SUPPLEMENTARY PRIZES

Victor E. Apps, for his young adult novella, "The Perilous Passage of Princess Petunia Peasant"
Rupert Kwan Yun Chan, for his autobiography, "Chocolate's Brown Study in the Bag"
Sally Dellow, for her poetry collection, "Wonder, Lust & Itchy Feet"
Patricia Glington-Meicholas, for her poetry collection, "Chasing Light"
Lawrence Gray, for his collection of short stories, "Odds and Sods"
Patricia W. Grey, for her novel, "Death has a Thousand Doors"
Emily Ho, for her "Memoirs of an Ice-Cream Lady"
Henrik Hoeg, for his poetry collection, "Irreverent Poems for Pretentious People"
L.W. Illsley, for his young adult epic poem, "Astra and Sebastian"
Akin Jeje, for "Smoked Pearl: Poems of Hong Kong and Beyond"
Lelawattee Manoo-Rahming, for "Immortelle and Bhandaraa Poems"
James Norcliffe, for his poetry collection, "Shadow Play"
Jan Pearson, for her novel, "Red Bird Summer"
Jan Pearson, for her novel, "Tiger Autumn"
Jan Pearson, for her novel, "Black Tortoise Winter"
Jason S Polley, for his poetry collection, "refrain"
Jason S Polley, for "cemetery miss you"
Shahilla Shariff, for her poetry collection, "Life-Lines"
Hayley Ann Solomon, for her poetry collection, "Celestial Promise"
Laura Solomon, for her young adult novella, "University Days"
Laura Solomon, for her novel, "Hilary and David"
James Tam, for his novel, "Man's Last Song"
Dennis Wong, for his novel, "Revenge From Beyond"

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A INVITATION TO ENTER THE COMPETITION 2018

This entire document (Sections A to E inclusive) constitutes an invitation to enter The Proverse Prize competition 2018.

For future reference, please bookmark or make a note of the address of our website, <<http://www.proversepublishing.com>>, where this invitation is also made public. These documents may be revised from time to time and (in the absence of extraordinary circumstances) the version dated 2 January 2018 will be the version that applies to your entry. Please visit the website and read the Invitation again, including the Terms and Conditions, on the closing date for receipt of Entry Forms / Entry Documents / Entered Work in 2018 (30 June 2018).

B BACKGROUND TO PROVERSE HONG KONG, THE PROVERSE PRIZE AND GENERAL DETAILS OF THE PROVERSE PRIZE

Interests of Proverse Hong Kong: A description of the interests of Proverse Hong Kong can be found on the Proverse Hong Kong Proverse Publishing website: <www.proversepublishing.com> "About Us".

Work and priorities of Proverse Hong Kong: Considerable information about Proverse Hong Kong publications and related activities and programmes is on the Proverse Hong Kong Proverse Publishing website.

The Proverse Prize was launched on 29 February 2008 by Proverse Hong Kong.

Objectives: To encourage excellence and/or usefulness in publishable written work in the English Language, which can, in varying degrees, "delight and instruct".

CO-FOUNDERS: Verner Bickley and Gillian Bickley. To celebrate their lifelong love of words in any form, as readers, listeners, writers, editors and publishers.

HONORARY LEGAL ADVISOR: Mr Raymond T. L. Tse. **HONORARY ACCOUNTANT:** Mr Neville N. Y. Chow.

HONORARY ADVISORS: Marion Bethel, Margaret Clarke, David Crystal, Jonathan Locke Hart, Björn Jernudd, Peter Sidorko, Edwin Thumboo, Olga Walló.

THE PROVERSE PRIZE: (a) Publication by Proverse Hong Kong together with (b) a cash award. A decision not to award The Proverse Prize may be made in any year, following the recommendation of the judges.

Full details, including other awards and benefits for Author-Entrants, are in the Terms and Conditions of The Proverse Prize 2018.

The amount of the cash award (if shared, to be shared between no more than two Winners) is: HKD10,000 (= approx GBP800 / approx USD1,200 -- depending on rates of exchange prevailing at the time the award is presented. HKD7.80 = approx. US\$1.00).

KEY DATES [* Subject to confirmation.]

Submission date(s): Entry Forms, Entry Documents, Entry fees, and Entered Manuscripts: 14 April 2018 to 30 June 2018.

Initial Judging period: within the months of July to September of the entry year.*

Announcement of Semi-Finalists: within the period, August to November of the entry year.*

Announcement of the Finalists: within the period, October of the entry year to April of the year following the entry year.*

Announcement of the Winner / two (maximum) Winners: December of the year of entry to November following the year of entry.*

Cash Award made: at the same time as publication of the winning entry / maximum two winning entries (if any).

Publication of the winning entry / maximum two winning entries (if any): within the period, beginning from November of the year following the entry year.*

Publication of any entry winning a supplementary prize (if any): within the period, beginning from November of the year following the entry year.*

Correspondence: It is regretted that no correspondence can be entered into in relation to specific entries. If for any reason you need to communicate with the Administrators in general terms about entering for The Proverse Prize before the closing date for receipt of Entry Forms / Entry Documents / Entry Fees / Entered Manuscript in any year, please email the Administrators at the following email address: info@proversepublishing.com.

Media enquiries: Please see the Proverse website for updated information from time to time: <www.proversepublishing.com> Proverse Publishing.

**C THE PROVERSE PRIZE FOR UNPUBLISHED NON-FICTION, FICTION OR POETRY.
SUBMISSION GUIDANCE & INSTRUCTIONS 2018**

**C THE PROVERSE PRIZE FOR UNPUBLISHED NON-FICTION, FICTION OR POETRY.
SUBMISSION GUIDANCE & INSTRUCTIONS 2018**

Legally Binding: Author-Entrants accept and are legally bound by the provisions of all parts (A to E inclusive) of this entire document. As Author-Entrant, you must sign, date and obtain a witness's signature wherever required on the Entry Form / Entry Documents. If the Entered Manuscript is a translation into English of your own work, your Translator must also sign, date and obtain a witness's signature wherever required. Only Author-Entrants who own the copyright in their Entered Work (whether submitted in its original English or as a translation into English) may enter. An entity to which you as Author-Entrant have transferred the copyright in your work may not enter your work.

A: SUBMIT ENTRY FORMS / ENTRY DOCUMENTS / FEES. For EACH Entered Manuscript, please submit the following in the same envelope, to arrive during the period beginning on 14 April and ending on 30 June 2018 (both dates inclusive):

- 1) ONE COPY of the completed, signed, witnessed and dated ENTRY DOCUMENTS (Sections D and E below, i.e. the Entry Form and The Terms and Conditions), each with the Author-Entrant's original signature where required and if this is a translation of the Author-Entrant's own work into English, the original signature of the Translator where required and the original signature of the witness or witnesses as the case may be where required:
- 2) EITHER a) the Entry Fee OR b) evidence of payment of the Entry Fee.

1) and 2) above should both be sent together to each of the two addresses below.

HONG KONG ADDRESS	ANDORRA ADDRESS
Attn: The Proverse Prize,	Sra Montse Figols
Proverse Hong Kong,	The Hotel Coma
P.O. Box 259,	Carrer del Camp de la Tanada
Tung Chung Post Office,	Attention: The Proverse Literary Prize
Tung Chung,	Ordino
Lantau Island, NT,	Principat d'Andorra
Hong Kong SAR.	AD 300,
Please do NOT use a courier service.	via France

IN EACH CASE, PLEASE WRITE THE ADDRESS EXTREMELY CLEARLY. (Those processing your package – not your entered manuscript – will most likely not be native English speakers.)

Please also email: proverse@netvigator.com with soft copies of 1) and 2) above.

ENTRY FEE FOR EACH SUBMISSION: HKD320.00 or GBP35.00. (NB These sums are not intended to be exchange equivalents of each other, but reflect different administrative costs.)

NOTE: If your funds are not in GBP or HKD, your bank will be able to convert your funds into either HKD or GBP at your request.

NOTE 2: Payment by PayPal in USD and some other currencies is available, as stated on the website, proversepublishing.com.

NOTE 3: A range of currencies for payment is also available at <https://proversehongkong.submittable.com>.

B: SUBMIT MANUSCRIPTS (one hard copy and one soft copy of the same file, the soft copy to be conveyed on a non-returnable CD OR non-returnable USB stick) to arrive during the period beginning on 14 April 2018 and ending on 30 June 2018 (both dates inclusive) at the following address:

Sra Montse Figols
The Hotel Coma
Carrer del Camp de la Tanada
Attention: The Proverse Literary Prize
Ordino
Principat d'Andorra
AD 300,
via France

PLEASE WRITE THE ADDRESS EXTREMELY CLEARLY.

(Those processing your package – not your entered manuscript – will most likely not be native English speakers.)

MAKE SURE YOU COPY the address EXACTLY as shown. (YOU MAY USE BLOCK CAPITALS IF YOU THINK THAT WILL BE CLEARER.)

Note re "via France". Andorra is a very small country with no international postal system of its own. Mail is sent either "via Spain" or "via France", i.e. by means of the postal systems of one or other of these two countries. We specify "via France" in the mailing address.

**D THE PROVERSE PRIZE FOR UNPUBLISHED NON-FICTION, FICTION OR POETRY
ENTRY FORM 2018**

**TO BE COMPLETED BY THE AUTHOR-ENTRANT, AUTHOR-ENTRANT'S WITNESS (AND, IF THIS IS A
TRANSLATED WORK, BY THE TRANSLATOR AND TRANSLATOR'S WITNESS)**
(Confidential when completed)

(Please complete a separate Entry Form for each Entered Manuscript. – Each Author-Entrant may enter as many Entered Manuscripts per year as they wish. – Please type or word-process if at all possible. If you complete this in hand-writing, please use black ink or ball-point (not blue or any other colour), and write very clearly, particularly your postal address, name and email address (if any).)

- This Entry Form can be downloaded from the Proverse Hong Kong Proverse Publishing website <www.proversepublishing.com>. The Proverse Prize Administrators accept printouts or photocopies of valid Entry Forms, but do not accept imitated forms produced by the applicant.
- Please submit this entire Entry Form and do not submit only selected pages or selected parts of this Entry Form. The Administrators do not accept such selected pages or parts of the Entry Form.
- Please mark the envelope in which you submit your Entry Form "CONFIDENTIAL".

TITLE OF ENTERED MANUSCRIPT: _____

AUTHOR-ENTRANT'S PEN-NAME (if any) TO BE USED IN ANY PUBLICATION OF HIS/HER WORK:

YOUR BEST DESCRIPTION OF YOUR ENTERED MANUSCRIPT (e.g. Novel, Novella, Poetry Collection, Short Story Collection, Non-fiction (e.g. autobiography, biography, collection of letters, diary, essay collection, journal, memoirs, etc.): _____

Number of words in manuscript (approx.): _____

I know about The Proverse Prize from *(please explain)*: _____

AUTHOR-ENTRANT'S INFORMATION

Family Name: _____

Forenames: _____

Style or Title (Mr / Mrs / Dr / Prof / Ms / other *(Please supply)*): _____

Date of Birth: _____

(NB you need to be at least eighteen years old on the date you sign your Entry Form / Entry Documents for The Proverse Prize.)

Profession or occupation: _____

If "retired", please also state your previous profession or occupation:

Nationality _____ Country of Residence _____

(NB There are no nationality or residence requirements to be eligible for The Proverse Prize.)

Residential address: _____

Mailing address *(if different from residential address)*: _____

Work address: _____

Home Phone Number (with International and country code): _____

Home Fax Number (with International and country code): _____

Work Fax No. _____ Work Tel No. _____

Own Email address: _____

I confirm that, if my Entered Manuscript is selected as a semi-finalist or as a finalist or for the award of a Supplementary Prize (if any), I am happy for my name and the title of my Entered Manuscript or my name only or the title of my Entered Manuscript only, according to the decision of the Administrators, to be posted on the Proverse Hong Kong / Proverse Publishing website at any time that the Administrators of The Proverse Prize consider appropriate. Yes/No (*Please cancel or circle as appropriate. If you do not circle or cancel to indicate "Yes" or "No", we will assume you have said "Yes".*)

I also confirm that I give my consent for a part or parts of my Entered Manuscript to be selected and read at ceremonies or events in connection with The Proverse Prize and for handouts provided to attendees to include such selections and/or translations from such selections showing clearly my name as Author-Entrant in each case. Yes/No (*Please cancel or circle as appropriate. If you do not circle or cancel to indicate "Yes" or "No", we will assume you have said "Yes".*)

ABOUT THE WORK SUBMITTED (*Please complete carefully*)

The Entered Manuscript has/has not previously been published in volume form anywhere in the world. (*Please cancel what does not apply.*)

The Entered Manuscript has previously been published as (please supply details, e.g. an ebook, paperback, print-on-demand, hardback) _____ in (place) _____ by (person or entity) _____

Some parts of the Entered Manuscript have been published separately as indicated on an additional page. (*Please supply an additional page with full details of those parts which have been previously published separately, e.g. individual poems, essays, short stories.*)

The Entered Manuscript has/ has not previously been submitted for The Proverse Prize. (*Please cancel what does not apply.*)

If the Entered Manuscript has previously been submitted for The Proverse Prize, please state the year of entry. 20 ____.

If the Entered Manuscript has previously been submitted for The Proverse Prize, please list any altered pages:

pp. _____ (*If you need more space to describe the alterations, please include a supplementary page with this information.*)

If the Entered Manuscript has previously won a prize other than the Proverse Prize, please supply the name and nature of the prize, the organizers, and the dates of entry / award. _____

The Entered Manuscript has/has not previously won any other prize which includes publication. (*Please cancel what does not apply.*)

If the Entered Manuscript has previously won a prize which includes publication, please supply the details and conditions for such publication on a separate page or pages.

The Entered Manuscript is/is not currently under consideration for publication by Proverse Hong Kong. (*Please cancel what does not apply.*)

The Entered Manuscript is/is not currently under consideration for publication by a publisher other than Proverse Hong Kong and/or by another person and/or entity. (*Please cancel what does not apply.*)

The Entered Manuscript is/is not an unpublished translation into English from an unpublished original Manuscript written by me. (*Please cancel what does not apply.*)

If, "Yes, the Entered Manuscript is a translation into English from an unpublished original Manuscript written by me",

- what is the language in which it was originally written? _____
- what is the name of the Translator? _____

NOTE: If the Entered Manuscript is a translation, please ensure that your Translator reads this Entry Form and completes and signs the Translator's part of this Entry Form.

The Entered Manuscript is / is not a translation into English of a work written by me that has previously been published in another language. (*Please cancel what does not apply.*)

If the Entered Manuscript is a translation into English of a work written by you that has previously been published in another language or languages, please give on a separate sheet details of any and all such published previous work(s) with the place and date of publication and the name and contact details of the publisher(s).

I promise that, after completing and submitting this Entry Form and the related Entered Manuscript to the Administrators of The Proverse Prize, I will not submit the Entered Manuscript or any part of it to a publisher and/or other person and/or entity for publication or publish it myself in any form or format unless and except as permitted by the Terms and Conditions for the competition for The Proverse Prize 2018.

Copyright

I confirm that I own the copyright in the Entered Manuscript which is an original Manuscript written by myself in the English language and that it has not previously been published in volume form OR I confirm that I own the copyright in the Entered Manuscript which is a translation of an original Manuscript written by myself in a language other than the English language [*Please delete what does not apply*] and that it has /has not [*Please delete what does not apply*] previously been published in volume form. I confirm that I am the creator of and that I own the copyright in any and all illustrations including but not limited to photographs, diagrams, drawings, tables, etc. included in the Entered Manuscript or sent separately with a note indicating where in the Entered Manuscript they belong. I confirm that if I wish to include in the Entered Manuscript illustrations, the copyright of which does not belong to me and/or is not controlled by me, I will write a separate letter to the Proverse Prize Administrators to discuss this.

ENTRY FEE PAYMENT THROUGH (a) THE UNITED KINGDOM, (b) THROUGH HONG KONG, (c) BY PAYPAL OR (d) through <<https://proversehongkong.submittable.com>>.

ANY ONE OF THE FOLLOWING:

THROUGH THE UNITED KINGDOM:

EITHER Please find enclosed my cheque for GBP36.20, being my Entry Fee of GBP35.00 plus GBP1.20 to cover banking charges, in the form of a sterling cheque, payable to "Proverse", cheque number _____ (*Please supply cheque number*), drawn on the following bank in the United Kingdom (UK): (*Please supply bank name and address*)

OR Please find enclosed evidence of direct payment of GBP36.20, being my Entry Fee of GBP35.00 plus GBP1.20 to cover banking charges, in to the Proverse HSBC bank account in the United Kingdom (UK), number 02246856, Sortcode 40-47-17 (IBAN GB51MIDL40471702246856) (branch identifier code: MIDLGB2109U)

- in cash over the counter of a HSBC branch
 - via deposit machine
 - by internet banking. (I have paid any originating bank charges myself.)
- (*Please delete the options which do not apply.*)

THROUGH HONG KONG

EITHER Please find enclosed evidence of payment of HKD395.00, being my Entry Fee of HKD320 plus HKD75.00 to cover banking fee(s) by means of a telegraphic transfer to bank account name, "Proverse Hong Kong" account number 808-459341-292 at Hongkong and Shanghai Banking Corporation (HSBC), No. 1 Queen's Road Central, Hong Kong, SAR, China. (I have paid any originating bank charges myself.)

OR Please find enclosed evidence of payment of my Entry Fee of HKD320 by means of an online transfer to "Proverse Hong Kong" account number 808-459341-292 at HSBC, No. 1 Queen's Road Central, Hong Kong, SAR, China. (I confirm that no bank fees are chargeable to Proverse Hong Kong.)

OR Please find enclosed my Entry Fee in the form of a cheque for HKD320, payable to "Proverse Hong Kong", cheque number _____ (*Please supply cheque number*), drawn on the following Hong Kong bank: (*Please supply bank name and address.*) _____

OR Please find enclosed evidence of payment of my Entry Fee of HKD320 by means of a direct deposit to "Proverse Hong Kong" account number 808-459341-292 at HSBC, No. 1 Queen's Road Central, Hong Kong, SAR, China.

BY PAYPAL

Please find enclosed evidence of payment by PayPal in the following currency and amount (as indicated on the Proverse Hong Kong website) _____ (*Please complete.*)

THROUGH <<https://proversehongkong.submittable.com>>.

Please find enclosed evidence of payment through <<https://proversehongkong.submittable.com>> in the following currency and amount (as indicated at <<https://proversehongkong.submittable.com>>). _____ (*Please complete.*)

By signing this Entry Form, I hereby confirm that the information above is true and correct and that my Entry to The Proverse Prize 2018 is made in response to the invitation to compete for The Proverse Prize for unpublished non-fiction, fiction or poetry (2018) issued by Proverse Hong Kong as Proverse Prize Administrators and I agree to be legally bound by The Terms and Conditions dated 2 January 2018 set out below and I agree to each and every provision in this entire document **Sections A to E inclusive** dated 2 January 2018 received by me and which I have read and fully understand. I confirm that I will look again at and be legally bound by the Terms and Conditions on the closing date in 2018 (30 June) for submitting Entry Forms /Entry Documents, Entry Fees and Entered Manuscripts.

Author-Entrant's Signature: _____ Author-Entrant's Name: _____

Date _____ Hong Kong ID card number (if any) _____

Passport number (if any) (*Please state the country whose passport this is.*) _____

WITNESS'S STATEMENT: I have known the Author-Entrant for _____ years. The context in which I know the Author-Entrant is _____

Witness's Signature: _____ Witness's email address: _____

Witness's Name: _____ Date: _____

ENTRY FORM ENDS HERE IF THE ENTERED MANUSCRIPT IS NOT A TRANSLATED WORK. IF IT IS NOT A TRANSLATED WORK, PLEASE GO TO THE TERMS AND CONDITIONS BELOW. ~~~~~

IF THE ENTERED MANUSCRIPT IS A TRANSLATED WORK PLEASE CONTINUE BELOW

TRANSLATOR'S INFORMATION

(Only applicable if the Entered Manuscript is a translation into the English language of the Author-Entrant's work.)
PLEASE STRIKE OUT THIS COMPLETE SECTION IF THIS IS NOT A TRANSLATION INTO THE ENGLISH LANGUAGE OF THE AUTHOR-ENTRANT'S WORK.

Family Name: _____ Style or Title: _____

Forenames: _____

Date of Birth: _____ Profession or occupation: _____

Residential address: _____

Mailing address (if different from residential address): _____

Phone Number: _____ Fax Number: _____

Email address: _____

- I am the Translator of the Entered Manuscript to which this Entry Form refers.
- I do not own the copyright of the Entered Manuscript. I have agreed with the Author-Entrant that he/she owns the copyright of the Entered Manuscript (translated by me from the language in which the Author-Entrant wrote the original).
- I also confirm that the Author-Entrant has full power to make any agreement with Proverse Hong Kong and/or with The Administrators of The Proverse Prize in relation to the Entered Manuscript, whether in relation to The Proverse Prize, publication by Proverse Hong Kong, or otherwise.
- I confirm that, in relation to the Entered Manuscript and any agreements present or future in relationship to the Entered Manuscript my own business relationship is with the Author-Entrant, not with Proverse Hong Kong or the Administrators of The Proverse Prize.

Signed _____

Name _____ Date _____

TRANSLATOR'S WITNESS'S STATEMENT

I have known the person named above as the Translator of the Entered Manuscript for _____ years. The context in which I know the Translator is _____

Witness's Signature: _____ Date: _____

Witness's Name: _____

Witness's Email Address: _____

**SECTION FOR TRANSLATOR (IN CASE THIS IS A TRANSLATED WORK) ENDS:
PLEASE GO TO THE TERMS AND CONDITIONS BELOW. ~~~~~**

**E THE PROVERSE PRIZE FOR UNPUBLISHED NON-FICTION, FICTION OR POETRY.
TERMS AND CONDITIONS 2018**

2 January 2018

Please:

- 1) initial each page and complete the final page;**
- 2) make a copy for your records and future reference;**
- 3) post the original, with your completed entry form, to one of the addresses given in Part C above.**

**E THE PROVERSE PRIZE FOR UNPUBLISHED NON-FICTION, FICTION OR POETRY.
TERMS AND CONDITIONS 2018 (2 January 2018)**

A: Terminology

In the following "Terms and Conditions",

1. "Author-Entrant" means "Author of an Entered Manuscript".
2. (i) "Awardee" means an Author-Entrant who is awarded The Proverse Prize and/or an Author-Entrant who is one of two Author-Entrants who jointly share The Proverse Prize.
(ii) An Awardee may be an Author whose manuscript was entered by Proverse Hong Kong in the circumstances described in paragraph "O" below.
3. (i) "Supplementary Prize Awardee" means an Author-Entrant who is not awarded The Proverse Prize or a half share of The Proverse Prize but is awarded publication as a Supplementary Prize.
(ii) A Supplementary Prize Awardee may be an Author whose manuscript was entered by Proverse Hong Kong in the circumstances described in paragraph "O" below.
4. "Entered Manuscript" means "a literary work in the English Language in typed or word-processed form in both a hard copy and a soft copy entered for The Proverse Prize".
 - a) If any illustrations including but not limited to photographs, diagrams, drawings, tables, etc. are included in the Entered Manuscript or sent separately with or without a note indicating where in the Entered Manuscript each of these belongs, these are included within the term "Entered Manuscript".
5. "Entering for The Proverse Prize" means submitting a) an Entered Manuscript and b) a completed, signed, witnessed and dated Entry Form/ Entry Documents and c) Entry Fee.
6. "Entry" means the Entered Manuscript and completed, signed, witnessed and dated Entry Form and signed, witnessed and dated Entry Documents and Entry Fee taken together.
7. "Entry Documents" means both a completed, signed, witnessed and dated Entry Form (Section D) and signed, witnessed and dated Terms and Conditions (Section E).
8. "Non-entered Manuscript" means a Manuscript submitted by Proverse Hong Kong for the consideration of the Judges in the circumstances described in paragraph "O" below.
9. "The Proverse Prize" means The Proverse Prize awarded by Proverse Hong Kong, consisting of (a) Publication by Proverse Hong Kong together with (b) a cash award (which may be shared between at most two Awardees).
10. The "Public Announcement" of the Semi-finalists, Finalists, Winner(s) of The Proverse Prize and Winner(s) of a Supplementary Prize (if any) will include either the name(s) of the respective Author-Entrant(s) or the title(s) of the Manuscript(s) or both the name(s) of the respective Author-Entrant(s) and the title(s) of the Manuscript(s), as the Administrators may decide and such announcements will be made on the Proverse website and/ or at one or more events open to the public.
11. "The Publishers" refers to "Proverse Hong Kong". The expression, "The Publishers" shall include any publishing imprint subsidiary to or associated with The Publishers, and The Publishers' administrators and assigns or successors in business as the case may be.
12. The singular may include the plural and the plural may include the singular.

B: Decisions: All decisions regarding the eligibility and/or disqualification at any stage of Entered Manuscripts and/or of Author-Entrants (and Translators if any of Entered Manuscripts) are entirely at the sole discretion of the Administrators of The Proverse Prize.

C: Decision(s) of the Judges: The decision of the Judges of The Proverse Prize in relation to each and every matter entrusted to them is final. No correspondence can be entered into about the decisions of the Judges.

D: Decision(s) of the Administrators: The decision of the Administrators of The Proverse Prize in relation to each and every matter entrusted to them is final. No correspondence can be entered into about the decisions of the Administrators.

E: Decision(s) of The Publishers: The decision of The Publishers in relation to each and every matter entrusted to Proverse Hong Kong is final. No correspondence can be entered into about the decisions of The Publishers.

F: Judges: The Judges will be persons who, in the opinion of the Administrators of The Proverse Prize, are qualified for the task and they will be appointed by the Administrators of The Proverse Prize. Each Judge will be invited to serve for a renewable term of three years in the first instance. The identity of the Judges will be kept confidential.

G: Entry Forms /Entry Documents and fees will be received: Beginning from 14 April 2018 up to and including 30 June 2018.

H: Entered Manuscripts will be received: Beginning from 14 April 2018 up to and including 30 June 2018.

I: Processing of Entry Forms / Entry Documents: Entry Forms / Entry Documents, containing Entrants' names and email addresses and other identifying information, will be processed by the Administrators of The Proverse Prize.

J: Processing of Entries: The Administrators of The Proverse Prize are permitted to advise any Author-Entrant if any part of his/her Entry is incomplete or has not been received, so that the Author-Entrant may have a chance to remedy the omission/deficiency. However, the Administrators make no undertaking to give this advice. The responsibility for proper entry to The Proverse Prize is the responsibility of each Author-Entrant alone.

K: An Entered Manuscript will normally be considered only if it has been safely received in the specified format at one of the places designated by the Administrators of The Proverse Prize no later than the final date for the receipt of Entered Manuscripts and also after a related valid Entry Form / Entry Documents and related Entry Fee for each Entered Manuscript have been received by the due date(s) at one of the addresses specified for receiving Entry Forms / Entry Documents and Entry Fees. Author-Entrants are advised to leave enough time for their Entries to arrive.

L: Safe arrival of Entry Forms/Documents, Entry fees, and Entered Manuscripts:

The Administrators of The Proverse Prize take no responsibility for the safe arrival or otherwise of Entry Forms / Entry Documents, Entry Fees or Entered Manuscripts. Author-Entrants should take all measures that they personally consider necessary to secure the safe arrival of their Entry Form / Entry Documents, Entry Fee and Entered Manuscript.

M: Extent of the Entered Manuscript: within the range of what is usual for the genre of the Entered Manuscript. However, the following indications may be useful: novel, short-story collection, non-fiction (e.g. autobiography, biography, diary, essay collection, journal, letters, memoir, etc.) -- 75,000 to 100,000 words; novella -- 30,000 to 45,000 words; poetry and/or poetry collections -- 5,000 to 25,000 words. Other extents and mixed genre submissions are not ruled out.

N: The Awards

1. The Judges will nominate the best Entered Manuscript or the two best Entered Manuscripts and if they judge the standard to be high enough in any one year, the Judges will recommend it/them for The Proverse Prize which includes publication by Proverse Hong Kong and if Proverse Hong Kong accepts this recommendation, such publication will be according to the terms accepted by Author-Entrants by virtue of their entry to The Proverse Prize and/or by virtue of their signature on the Entry form dated 2 January 2018 above or any later version thereof and/or by virtue of their dated signature at the end of the Terms and Conditions 2018.
2. Proverse Hong Kong reserves the right at any stage including during the preparation of the Entered Manuscript for publication not to publish the best Entered Manuscript or the two best Entered Manuscripts as recommended by the Judges. In this case, the cash award will not be made to this/these Entered Manuscript(s) or if already made will be forfeited.
3. If the Judges recommend one best Entered Manuscript only for The Proverse Prize which includes publication by Proverse Hong Kong and if Proverse Hong Kong accepts it for publication, the Administrators of The Proverse Prize will award the whole sum of the cash award to the Awardee. Such Awardee will be termed, "Winner of The Proverse Prize ([year of entry])" OR "Proverse Prize Winner [year of entry]" OR similar, as the Publishers shall decide.
4. If the Judges recommend two best Entered Manuscripts for The Proverse Prize which includes publication by The Publishers and if The Publishers accept both for publication, the cash award will be shared equally between the two Awardees. Each such Awardee will be termed, "Winner of The Proverse Prize ([year of entry])" OR "Proverse Prize Winner [year of entry]", OR any other suitable term, as the Publishers shall decide.
5. If the Judges recommend two best Entered Manuscripts for The Proverse Prize and if The Publishers accept one only for publication, (a) the Administrators have the right to award half only of the cash award to the one best Entered Manuscript accepted for publication by The Publishers and (b) Only the one best Entered Manuscript accepted for publication by The Publishers will be termed "Winner of The Proverse Prize ([year of entry])" OR as indicated above.
6. Publication may be awarded as a Supplementary Prize or prizes. According to their decision in any year, the Judges may recommend that The Publishers should publish one or more excellent Entered Manuscript(s) not nominated the best Entered Manuscript or one of the two best Entered Manuscripts. Such publication will be made according to the terms accepted by Author-Entrants by virtue of entering for The Proverse Prize and/or by virtue of their signature on the Entry Form dated 2 January 2018 above or any later version thereof and/or by virtue of their signature at the end of the Terms and Conditions 2018. The Publishers reserves the right not to publish the Entered Manuscript or Entered Manuscripts so recommended. There will be no cash award for an Entered Manuscript given a publication award in this category. However, in special circumstances a cash award may be added to such a Supplementary Prize or prizes.
7. After the public announcement of the Semi-finalists and/or the private announcement made to Author-Entrants themselves of any Entered Manuscript not a Semi-finalist which is recommended for a Supplementary Prize (if any), the Administrators will pass the semi-finalist Entered Manuscripts as well as any Entered Manuscript recommended for a Supplementary Prize to the Editorial Team at The Publishers and then the Editorial Team at The Publishers will consider in each case what editing may be required and the extent of editing that may be required. A letter will then be sent to each Author-Entrant of such an Entered Manuscript to discuss such editing and each Author-Entrant may then work further on the Entered Manuscript and return it as a soft file, clearly labeled, to The Publishers' Editorial Team. After allowing a set period for the receipt of such updated files, the Editorial Team will send such updated files, together with the comments of the Editorial Team, to The Proverse Prize Administrators. The Proverse Prize Administrators may also request Semi-Finalists to consider and explain by what means and during what time-frame they will promote (if at all) their own Entered Manuscript should it become a "Published Work", published by Proverse Hong Kong.
8. Finalist Entered Manuscripts not awarded a prize as Winner or one of two Winners of The Proverse Prize or a Supplementary Prize (if any) will be passed to The Publishers to consider for publication as part of the normal publication programme of The Publishers.
9. Semi-finalist Entered Manuscripts not awarded a prize as Winner or one of two Winners of The Proverse Prize or a Supplementary Prize (if any) may be passed to The Publishers to consider for publication as part of the normal publication programme of The Publishers, according to the standard in any year.
10. Selections from Entered Manuscripts may be included in a Proverse Prize Anthology published by The Publishers. Such publication will be made according to the terms accepted by Author-Entrants by virtue of entering for The Proverse Prize and/or by virtue of their signature on the Entry Form dated 2 January 2018 above or any later version thereof and/or by virtue of their dated and witnessed signature at the end of the Terms and Conditions for The Proverse Prize 2018.
11. Selections from some Entered Manuscripts / translations of such selections may be read at ceremonies or events in connection with The Proverse Prize.

O: Right of submission of a Non-entered Manuscript or Non-entered Manuscripts by The Publishers in certain circumstances:

1. If in any year the Judges agree that none of the Entered Manuscripts is deserving of The Proverse Prize or a Supplementary Prize (if any), The Publishers have the right to submit any Non-entered Manuscript of an eligible genre and eligible length in

its possession by an eligible author to be considered by the Judges for the award of The Proverse Prize or a Supplementary Prize (if any) on an equal footing with eligible Entered Manuscripts and may request such an eligible author of an eligible manuscript to complete the Entry Documents, adapted as may be necessary to suit the particular case.

2. Should the Judges select such a Non-entered Manuscript as the best among both Entered Manuscripts and Non-entered Manuscripts and recommend it for The Proverse Prize which includes publication by The Publishers or if the Judges recommend such a Non-entered Manuscript for the award of publication by The Publishers as a Supplementary Prize (if any), the publication agreement that applies shall be the same as for Entered Manuscripts unless a publication agreement is already in place between the author of such a Non-entered Manuscript and The Publishers, and in this case the pre-existing agreement shall prevail.
3. If in any year the Judges recommend only one Entered Manuscript as deserving of The Proverse Prize or a Supplementary Prize (if any), The Publishers have the right to submit any Non-entered Manuscript of an eligible genre and eligible length in its possession by an eligible author to be considered by the Judges for the award of The Proverse Prize or a Supplementary Prize (if any) on an equal footing with eligible Entered Manuscripts and may request such an eligible author of an eligible manuscript to complete the Entry Documents, adapted as may be necessary to suit the particular case and pay the entry fee.
4. Should the Judges agree that such a Non-entered Manuscript is equally deserving of The Proverse Prize and recommend it for The Proverse Prize which includes publication by The Publishers or if the Judges recommend such a Non-entered Manuscript for the award of publication by The Publishers as a Supplementary Prize (if any), the publication agreement that applies shall be the same as for Entered Manuscripts unless a publication agreement is already in place between the author of such a Non-entered Manuscript and The Publishers, and in this case the pre-existing agreement shall prevail.

P: Cash award to be shared equally between Author-Entrant and his/her Translator:

Any cash award for an Entered Manuscript which is a translation into English of the Author-Entrant's own work previously unpublished in English will be shared equally between the Author-Entrant and the Translator and presented to each separately by the Administrators of The Proverse Prize.

Q: Observation of Confidentiality by Entrants

1. The terms "Confidential", "Strictly Confidential" or similar wording when appended to and/or included in any communication from the Administrators of The Proverse Prize and/or the The Publishers' Editors / Editorial Team and/or any representative of The Publishers must be strictly adhered to by Author-Entrants and/or by any person who has communicated with the Administrators of The Proverse Prize and/or the The Publishers' Editors / Editorial Team and/or any representative of The Publishers on the Author-Entrant's behalf. Any breach of this condition at any stage of the administration of The Proverse Prize including the editing and preparation for publication of Entered Manuscripts that comes to the attention of the Administrators may cause an Author-Entrant and his/her Entered Manuscript to be disqualified.
2. If advised in advance in any way of the possible or actual placement of their Entered Manuscript, Author-Entrants must not reveal this information in any way until a public announcement of the same has been made by The Administrators of The Proverse Prize. Any breach of this condition at any stage of the administration of The Proverse Prize that comes to the attention of the Administrators may cause Author-Entrant(s) and Entered Manuscript(s) to be disqualified.

R: Eligibility of the Author-Entrant / Translator:

1. Author-Entrants are eligible who are at least eighteen years old on the date when they sign their Entry Form/ Entry Documents for The Proverse Prize.
2. There is no nationality, citizenship or residence restriction.
3. No person who holds an Honorary appointment in connection with The Proverse Prize, for a period which includes the current administration of The Proverse Prize, or who is a full-time employee of The Publishers, is eligible. (For example, for the Proverse Prize 2018, a person should not be holding an Honorary appointment between 1 January 2018 to 31 December 2018 inclusive.)
4. If an Entered Manuscript is a translation, it will be ineligible if a Translator is or has been during the previous three years a full-time employee of The Publishers or holds an Honorary appointment in connection with The Proverse Prize, for a period which includes the current administration of The Proverse Prize.

S: Eligibility of the Entered Manuscript:

1. Each Entered Manuscript must be EITHER an unpublished publishable work of non-fiction, fiction or poetry, the original work of the Author-Entrant, written and submitted in the English language OR an unpublished publishable translation into English, the original work of the Author-Entrant, of a work of non-fiction, fiction or poetry written in a language other than English which may or may not have been previously published in a language other than English. Any Entered Manuscript which is not an unpublished publishable work of non-fiction, fiction or poetry, the original work of the Author-Entrant, written and submitted in the English language OR an unpublished publishable translation into English, the original work of the Author-Entrant, of a work of non-fiction, fiction or poetry written in a language other than English which may or may not have been previously published in a language other than English is ineligible. The Author-Entrant must own the copyright in the Entered Manuscript. If the copyright in the Entered Manuscript does not belong to the Author-Entrant, the Entered Manuscript is ineligible. Self-published works are eligible provided the Author-Entrant has retained the copyright in the Entered Manuscript. Author-Entrants of such self-published works should submit evidence of their copyright at the time they submit their Entered Manuscript and should explain clearly the nature and extent of such prior self-publishing of the Entered Manuscript. It is regretted that no correspondence can be entered into on this topic. Mixed-genre submissions (e.g. poetry and essays) by a single Author-Entrant would not be ruled out.
2. School textbooks and plays should not be entered and are ineligible.

3. A translation into English of an Author-Entrant's own manuscript (whether the translation is by the Author-Entrant him or herself or by another person) should be entered by the Author-Entrant.
4. Accepted for publication by The Publishers.
 - a) An Entered Manuscript that has already been accepted for publication by The Publishers (i.e. with a signed agreement in place) by the date it is entered for The Proverse Prize is ineligible as an Entered Manuscript.
 - b) An Entered Manuscript that is submitted and accepted for publication by The Publishers (i.e. with a signed agreement in place) before the closing date for the receipt of Entered Manuscripts is ineligible as an Entered Manuscript.
5. Resubmission of a previous entry to The Proverse Prize: If the Entered Manuscript was entered for The Proverse Prize in a previous year, the Author-Entrant must bring this to attention by a note on the Entry-Form, clearly identifying the year of previous entry and any change in the Entered Manuscript as compared with that submitted previously.
6. Previous Winners of Other Prizes: An Entered Manuscript which has previously won any other prize which includes publication may be ineligible depending on the conditions for such publication.
7. Submission to other publishers: An Entered Manuscript which is currently under consideration for publication by a publisher other than The Publishers may be ineligible.
8. Subsequent submission for other prizes: If an Entered Manuscript is subsequently entered for any other prize and/or wins and accepts any other prize, before the closing date for receipt of Entered Manuscripts, (a) the Author-Entrant should advise The Proverse Prize Administrators immediately, giving the name of the Entered Manuscript, (b) The Author-Entrant should also (i) clarify whether the terms of entry and/or acceptance of any such other prize oblige him/her to withdraw from The Proverse Prize and (ii) state clearly that he/she withdraws from The Proverse Prize if he/she does so withdraw.
9. Subsequent acceptance or publication by other publisher(s):
 1. If there has been any oversight on the part of the Author-Entrant, and should the Entered Manuscript be accepted for publication or published before the Public Announcement of the Semi-Finalists:
 - a) the Author-Entrant is obliged immediately to inform the Administrators of The Proverse Prize and
 - b) the Entered Manuscript will in these circumstances most likely be disqualified but this will be decided on a case by case basis.
10. Translated work:
 - a) If the Entered Manuscript is a translation from a language other than English, the translation should be previously unpublished; but the original work written in a language other than English may previously have been published.
 - b) If the Author-Entrant submits a translation of his or her own work by a Translator, he or she should ensure that the Translator agrees to the submission of the Entered Manuscript and he or she should obtain the Translator's signature on the Entry Form.
 - c) The Publishers and each of the Administrators of The Proverse Prize severally and respectively explicitly disclaim any and all responsibility to discuss and/or make arrangements and agreements with any Translator.
 - d) The Author-Entrant has the entire responsibility to agree and formalize the copyright and any and all other relevant agreements between him/her and his/her Translator in such a way as to ensure that the Author-Entrant is legally in a position to submit the work as an entry for The Proverse Prize.
 - e) The Publishers and each of the Administrators of The Proverse Prize severally and respectively take no responsibility for any claims that may be made against them by the Translator in case the Author-Entrant has not formalised such an agreement with the Translator.
 - f) Without a signature from the Translator, the Entered Manuscript will be ineligible.
 - g) Contact details of both the Translator and the Author-Entrant should be included in the Entry Form.
 - h) If the Author-Entrant submits an Entered Manuscript which is a translation from a language other than English and if the work has previously been published in a language other than English, it is the Author-Entrant's responsibility to check that s/he has retained the English language rights.
 - i) The Publishers and each of the Administrators of The Proverse Prize severally and respectively explicitly disclaim any and all responsibility to discuss and/or make arrangements and agreements with the publishers in a language other than English of any previous work of which the Entered Manuscript is a translation.
 - j) The Author-Entrant has the entire responsibility to agree and formalize the copyright and any and all other relevant agreements between him/her and the publisher(s) in a language other than English of any previous work of which the Entered Manuscript is a translation in such a way as to ensure that the Author-Entrant is legally in a position to submit the Work as an entry for The Proverse Prize.
 - k) The Publishers and each of the Administrators of The Proverse Prize severally and respectively take no responsibility for any claims that may be made against them by the publisher(s) of any previous work of which the Entered Manuscript is a translation in case the Author-Entrant has not formalised such an agreement with the said publisher(s).
 - l) Details of any and all such published previous work(s) of which the Entered Manuscript is a translation should be included in the Entry Form along with the place and date of publication and the name and contact details of the publisher(s).

T: Warranty and Indemnification

1. The Author-Entrant warrants to The Proverse Prize Administrators and The Publishers that he/she is owner of the copyright of the Entered Manuscript including any illustrations including but not limited to photographs, diagrams, drawings, tables, etc. included in the Entered Manuscript or sent separately with or without a note indicating where in the Entered Manuscript each such illustration belongs, that the Entered Manuscript is original, has not been published in volume form anywhere in the world or has been self-published only as an ebook and is in no way whatever an infringement of any existing copyright and that it contains nothing blasphemous, obscene, offensive, indecent, libelous or defamatory, or contrary to the public interest or morals or which might incite prejudice against any person or group of persons by reason of race colour religion or nationality, that it is in no way whatever a violation or infringement of a duty of confidence, or duty to respect privacy, or any other right of any person or party whatsoever, that s/he has full power and capacity to make this Agreement and the Author-Entrant will indemnify The Proverse Prize Administrators and/or The Publishers against any loss, injury or damage (including any legal costs or expenses and any compensation costs and disbursements paid by The Proverse Prize Administrators and/or The Publishers on the advice of counsel to compromise or settle any claim) occasioned to The Proverse Prize Administrators and/or The Publishers in consequence of any breach by the Author-Entrant of this warranty or arising out of any claim alleging that the Entered Manuscript constitutes an infringement of copyright or contains blasphemous, obscene, offensive, indecent, libelous or defamatory matter or contrary to the public interest or morals or might incite prejudice against any person or group of persons by reason of race colour religion or nationality, is a violation or infringement of a duty of confidence, or duty to respect privacy, or any other right of any person or party whatsoever.
2. The Author-Entrant shall hold harmless and defend any person or persons concerned with the administration of The Proverse Prize, including The Publishers, The Publishers' Proprietors and employees including freelance employees, The Publishers' Agents, The Proverse Prize Administrators, The Proverse Prize Judges, The Proverse Prize Honorary Advisors, any and all sponsor(s) of The Proverse Prize and/or The Publishers and the administrator(s) of any and all sponsor(s) of The Proverse Prize and/or The Publishers, from liability or costs resulting from action or claims of infringement or unauthorised use(s) of the Entered Manuscript.

U: Warranty as to personal information supplied:

1. The Author-Entrant warrants that all information s/he shall supply at any time about himself/herself for publication is true and that it does not mislead or exaggerate in any way.
2. The Author-Entrant will indemnify The Proverse Prize Administrators and/or The Publishers against any loss, injury or damage (including any legal costs or expenses and any compensation costs and disbursements paid by The Publishers on the advice of counsel to compromise or settle any claim) occasioned to The Proverse Prize Administrators and/or The Publishers in consequence of any breach by the Author-Entrant of this warranty.

V: Maximum Entered Manuscripts per Author-Entrant / year: No limit. (The Entry Fee is payable for each Entered Manuscript.)

W: Entry fee:

1. For each Entered Manuscript the Entry Fee is either HKD320.00 or GBP35.00 (or if paid by PayPal, as specified on the proversepublishing.com website).
2. These sums are not intended to be exchange equivalents of each other, but reflect varying administrative costs.
3. If the Entry Fee and/or bank charges payable (if any) are exceeded, the excess will be deemed a donation towards the administrative costs of The Proverse Prize and will not be refunded.
4. If an Author, Translator or Entered Manuscript is ineligible or disqualified at any stage, the Entry Fee and/or bank charges already paid (if any) will not be returned or refunded.
5. If either or both a) an Entry Form / Entry Documents and b) an Entry Fee is correctly received by the relevant deadline but no related Entered Manuscript is correctly received by the relevant deadline, the Entry Fee and/or bank charges already paid will not be returned or refunded.
6. If an Entered Manuscript is withdrawn, the related Entry Fee and/or bank charges already paid will not be returned or refunded.

X: Acknowledgement of receipt of Entered Documents / Entry Forms / Entry Documents and related Entry Fees / proof of payment of Entry Fees (as appropriate)

1. Acknowledgement of receipt of Entered Documents / Entry Forms / Entry Documents and related Entry Fees / proof of payment of Entry Fees will not normally be sent. If sent, such acknowledgement will be made by email message, after the closing date for receipt of Entered Documents / Entry Forms / Entry Documents and related Entry Fees and/or proof of payment of Entry Fees (*as appropriate*); usually within two months of the closing date mentioned above.
2. Please supply your email address with each Entered Document / Entry Form.
3. If you do not supply a legible email address, we regret that we cannot acknowledge your Entry.
4. If the Entry Fee is paid by PayPal, an acknowledgement of the Entry Fee (only) will be made via PayPal.

Y: Confidentiality wrt the identity of all Author-Entrants: No public announcement will be made of the names of all Author-Entrants.

AA: Semi-Finalists, Finalists, Winner(s) of the Proverse Prize and Supplementary Prize (if any) announcements:

1. At a date considered appropriate by the Administrators of The Proverse Prize in each case, the names of Semi-finalists, Finalists, Winner (s) of The Proverse Prize and the names of Supplementary Prize Awardee(s) (if any) may be posted on The Publishers / Proverse Publishing website and/or may be announced at a public event or events and may also appear in the media.
2. Authors who do not want their particulars to be posted in this way may indicate this when they submit their Entry Form.

BB: Communication with Judges and/or Administrators not to be initiated by Author-Entrants:

1. No communication between Semi-finalist and/or Finalist Author-Entrants and/or Entrants recommended for a Supplementary Prize (if any) on the one side and the Judges of The Proverse Prize on the other side will be entertained, if initiated by the Author-Entrant(s).
 - a) Any such communication initiated by the Author-Entrant(s) or any person writing or purportedly writing on the Author-Entrant's behalf may result in the disqualification of the Author-Entrant(s) concerned.
2. Except as permitted elsewhere in these Entry Documents, no communication between semi-finalist and/or finalist Author-Entrants and/or Entrants recommended for a Supplementary Prize (if any) or any person writing or purportedly writing on the Author-Entrant's behalf on the one side and The Publishers and/or the Administrators of The Proverse Prize on the other side will be entertained, if initiated by the Author-Entrant(s) or a person writing or purportedly writing on the Author-Entrant's behalf.
 - a) Any such communication initiated by the Author-Entrant(s) or a person writing or purportedly writing on the Author-Entrant's behalf may result in the disqualification of the Author-Entrant(s) concerned.

CC: Judges' comments:

1. The Judges of The Proverse Prize may issue comments on those Entered Manuscripts which are Semi-finalists, Finalists, Awardee(s) and/or Supplementary Prize Awardee(s), both for the personal use of Author-Entrants and for the benefit of the public.
2. Any such comments will highlight some of the qualities that Judges liked in each work.
3. Author-Entrants accept and consent that any such comments may be published.

DD: Announcement of the Result:

1. All those Author-Entrants, who are Semi-finalists, Finalists, Awardee(s) and/or Supplementary Prize Awardee(s) who have supplied a legible email address, will be advised of their result by email message and/or email attachment once it is confirmed.
2. If you have received no email message and/or email attachment, please consult The Publishers' website www.proversepublishing.com for the results in the above categories.

EE: Ongoing news about The Proverse Prize

1. The Administrators will add the email address of those Author-Entrants who supply a legible email address to the distribution list for the E-Newsletter that is sent out about once a month / about every six weeks by Proverse Hong Kong, who administer The Proverse Prize. The E-Newsletter will include updated information about The Proverse Prize from time to time. News will also be posted on The Publishers' website: <www.proversepublishing.com>.
2. If you do not want your email address to be added to the E-Newsletter distribution list, please let us know. Please also let us know at any time if you wish your email address to be removed from the E-Newsletter distribution list.

FF: Further Information

1. When Author-Entrants have been recommended to be Semi-Finalists and/or for a Supplementary Prize (if any), they will be requested to supply the Administrators of The Proverse Prize with the following (including for their Translator if the Entered Manuscript is a translation into the English Language):
 - a. personal identity documentation (including for their Translator if any), which, in the opinion of the Administrators of The Proverse Prize is adequate for the administration of The Proverse Prize.
 - b. a detailed brief biography, written in the third person (i.e., for example, "[Name] lives in [country] and has been writing..."), in Word for Windows format (Times New Roman, 12 point font) in the English Language for publicity purposes. (No fewer than 500 words and no more than 750 words.)
 - c. a shorter biography, also written in the third person, of no more than 200 words, in the same format.
 - d. one or more recent photographs, also for publicity purposes. (At least one photograph should be in colour, if possible.) Glossy prints (not matt or semi-matt) are acceptable. So are high-density soft files in jpg format on a floppy disk, USB or CD. . (High density means at least 800 kb and more if at all possible.)
 - e. Please label (i) the biographical files and (ii) the photograph as follows:

(i) BIOGRAPHICAL FILES	(ii) PHOTOGRAPH
[YourSurname_YourFirstname_]200.doc (may also be in .docx format)	[YourSurname_YourFirstname].jpg
[YourSurname_YourFirstname_]500-750.doc (may also be in .docx format)	

2. Author-Entrants will respond to the Administrators' request as soon as possible and within the time-frame requested by the Administrators.
3. Author-Entrants accept that their brief biographies may be edited for content, style or length and that their photograph may be cropped.
4. Author-Entrants also accept that their brief biographies and/or photograph may be used for publicity purposes at any time and in any medium by The Publishers, the Proverse Prize Administrators. If Author-Entrants do not accept this, they should please advise the Proverse Prize Administrators at the time they submit them.

GG: Return of publicity materials:

1. The Administrators of the Proverse Prize regret that, because of administrative constraints and the international nature of this competition, it will not be possible to return publicity materials supplied.
2. Please make sure you keep a copy of all such materials.

HH: Privacy:

1. All information and/or data collected by means of the Entry Documents and by means of the personal identity documentation requested from those recommended to be Semi-finalists and/or for a Supplementary Prize (including for their translators (if any)) will be used to facilitate the processing of entries to The Proverse Prize.

2. All data collected will be retained and/or used in accordance with the Personal Data (Privacy) (Amendment) Ordinance 2012 of the Laws of Hong Kong.
3. No data collected will be provided to a third party without explicit permission from Author-Entrants.

II: Taxation:

1. Author-Entrants are expected to conform to the rules of the appropriate tax regime and to take the initiative themselves to report their prize if necessary.
2. The Administrators of The Proverse Prize reserve the right to report details of the prize and prize-winner(s) to the appropriate tax authority and/or government department(s), if they deem it necessary or are required to do for compliance purposes.

JJ: Return of Entered Manuscripts:

1. It is regretted that, because of administrative constraints and because of the international nature of this competition, it will not be possible to return Entered Manuscripts.
2. Please make sure you keep a copy of all Entered Manuscripts.

KK: Presentation Ceremony

1. Awardees and Supplementary Prize Awardees (if any) will do their best to make arrangements to attend a presentation ceremony in Hong Kong, but are not obliged to attend.
2. The Administrators of The Proverse Prize make no offer (a) to make arrangements for Awardees to attend a presentation ceremony in Hong Kong or (b) to finance any and/or all expenses incurred by Awardees in attending a presentation ceremony in Hong Kong.
3. The Administrators may be willing, on request, to write a letter of support for any formal application that an Awardee may make for funding to attend a Proverse Prize presentation ceremony.
4. Awardees and Supplementary Prize Awardees (if any) will be issued with an invitation to attend the presentation ceremony once the date of the planned event is finalized.
5. If an Awardee / Supplementary Prize Awardee (if any) cannot attend a presentation ceremony in Hong Kong, they may be requested to submit a message to be read out at the ceremony.

LL: Acknowledgement:

1. An Awardee / Supplementary Prize Awardee (if any) will include information about his/her Award in any biography or other promotional material which will be published about his/her work as well as in future publications and publicity materials.
2. If any Entered Manuscript is not subsequently published by The Publishers, but is published by another publisher or by the Author himself or herself, there should be NO reference to the Proverse Prize.

MM: Presentation of the Entered Manuscripts: Personal identification to be omitted

1. The Entered Manuscript should be identified by its title only.
2. The Author-Entrant's name or any other means of identifying the Author-Entrant should not appear anywhere on the Entered Manuscript.
3. If this is a translation, the Translator's name or any other means of identifying the Translator should not appear anywhere on the Entered Manuscript.
4. An optional additional cover page on the hard copy only (to be removed before judging begins) with the name of the Author-Entrant and the Translator (if any) as well as the name of the Entered Manuscript may be included with the Entered Manuscript.
5. If there is any breach of the above conditions, the Entered Manuscript may be disqualified.

NN: Presentation of the Entered Manuscripts: Technical: All Entered Manuscripts

1. The Entered Manuscript should be word-processed in Word for Windows format (.doc OR .docx) in Times New Roman, 12 point font size.
2. Do not use "Track changes" at any time.
3. A footer should contain the page number and the title of the Entered Manuscript (**BUT NOT** the Author-Entrant's name or the Translator's name (if any)).
4. Guidelines for page layout. The page should have the following margins: Top, 0.8", Bottom, 0.6", Right Hand and Left Hand margins, 0.9". Tabs should be set at 0.2". The first line of a chapter should not have a tab. The first line after a line space should not have a tab. The first line after an asterisk or other indication of a switch in the narrative and/ or narrative time or similar should not have a tab. Headers should be 0.4" from the top of the page. Footers should be 0.3" from the bottom of the page. If you are not able to follow these guidelines, do not worry; your Entered Manuscript will not be disqualified because of this.
5. Please do not add any formatting.
6. Please do not set any grid.
7. Use double quotation marks for direct speech and single quotation marks for any quotes within quotes.
8. In any quotation from another's words, please use inverted commas and not italics (but please preserve any italics that may be present in the original from which you are quoting).
9. If, in addition to more common usages, italics are used to indicate a shift in the narrative voice or in narrative time, please supply a note stating the convention(s) you are using.
10. All Entered Manuscripts should include a Table of Contents (including page numbers), particularly Poetry Collections, Short Story Collections, Essays.
11. Since the Judges will consider whether or not to recommend to The Publishers that they publish the best Entered Manuscript / best two Entered Manuscripts / other excellent Entered Manuscripts, excellent presentation (including attention to basics such as punctuation, spelling and grammar) will be a factor that the Judges will take into consideration when deciding which

Entered Manuscripts (if any) to recommend for publication. (This does not mean that idiosyncratic usages for literary effect will be penalized.)

12. Please submit, at the same time: a) one copy of a print-out (preferably single-sided but may be double-sided to save postage costs), and b) one CD OR one USB stick, each containing the same soft file as that in the print-out, the CD/ USB stick to be labeled with the name of the Entered Manuscript only (NOT the name of the Author-Entrant or the Translator (if any)). Please print out the file at A4 size and please ensure that the point size as printed is no less than point 12.
13. Please check that you have successfully copied the file to the CD / USB stick.
14. The print-out and CD /USB stick will be used within the context of The Proverse Prize.
15. Do not bind your Entered Manuscript. Loose numbered sheets are acceptable.

OO: Presentation of the Entered Manuscripts: Technical: Additional points for PROSE:

1. The Entered Manuscript should be double-spaced.
2. Please do NOT leave a line space between paragraphs, but indent the first line of each paragraph 0.2 of an inch. (If you count letters and spaces, you will see that the first letter of a paragraph will then begin in the third position on the line.) Exceptions are in the cases described in NN4 above. If you cannot manage this, do not worry. Your Entered Manuscript will NOT be disqualified because of this.

PP: Presentation of the Entered Manuscripts: Technical: Additional points for POETRY:

1. The Entered Manuscript should be single-spaced.
2. Please leave a line space between verses (if any).
3. Please be consistent in your use or non-use of capital letters at the beginning of lines, titles above poems and in the table of contents. If such inconsistency is deliberate, please explain your rationale in each case.

QQ: Presentation of the Entered Manuscripts: Editor's services:

1. Before submitting their Entered Manuscripts, Author-Entrants may choose, if they wish, to obtain the services of an Editor, and should acknowledge this help and the nature and extent of this help in the Entry Form.

PUBLICATION

RR: Terminology: In the following paragraphs:

- 1) "Author-Entrant" shall include the Author-Entrant's executors, administrators and assigns as the case may be.
- 2) "The Distributor" means the Chinese University Press who distribute in Hong Kong and overseas from Hong Kong.
- 3) "The Publishers" refers to "Proverse Hong Kong". The expression, "The Publishers" shall include any publishing imprint subsidiary to or associated with The Publishers, and The Publishers' administrators and assigns or successors in business as the case may be.
- 4) "Entered Manuscript" (as defined in A:4 and A:4(a) above).
- 5) "Non-entered Manuscript": (as defined in A:8 above).
- 6) "Revised Entered Manuscript" means an "Entered Manuscript" after it has been revised by the Author-Entrant in response to one or more suggestions of the Judges which have been conveyed to the Author-Entrant by the Proverse Prize Administrators. "Revised Non-Entered Manuscript" means a "Non-Entered Manuscript" after it has been revised by the Author in response to one or more suggestions of the Judges which have been conveyed to the Author by the Proverse Prize Administrators.
- 7) "Modified Entered Manuscript" means an "Entered Manuscript" after it has been revised by the Author-Entrant with the agreement of The Publishers in preparation for publication. "Modified Non-Entered Manuscript" means a "Non-Entered Manuscript" after it has been revised by the Author with the agreement of The Publishers in preparation for publication.
- 8) "Modified Revised Entered Manuscript" means a "Revised Entered Manuscript" after it has been modified by the Author-Entrant with the agreement of The Publishers in preparation for publication. "Modified Revised Non-Entered Manuscript" means a "Revised Non-Entered Manuscript" after it has been modified by the Author with the agreement of The Publishers in preparation for publication.
- 9) "Manuscript after it has been prepared for publication" means any of the following:
 - a) an Entered Manuscript (as defined in A:4 and A:4(a) above);
 - b) a Non-entered Manuscript (as defined in A:8 above);
 - c) a Revised Entered Manuscript (as defined in RR:6 above); / Revised Non-Entered Manuscript (as defined in RR:6 above);
 - d) a "Modified Entered Manuscript" (as defined in RR:7 above) / "Modified Non-Entered Manuscript" (as defined in RR:7 above);
 - e) a "Modified Revised Entered Manuscript" (as defined in RR:8 above) / "Modified Revised Non-Entered Manuscript" (as defined in RR:8 above).
10. "Published Work" means the "Manuscript after it has been prepared for publication" as described in paragraph RR:9 above and published as so prepared together with The Publishers' input including but not limited to editing, copy-editing, page-design, page-layout, etc. The Publishers' input may also include the addition of material including but not limited to a description of the Work, a biography of the writer, one or more Prefaces or Forewords from an invited third party, advance reviews, reviews, illustrations which may include but are not be limited to photographs, diagrams, drawings, tables, etc.
11. "Traditionally-printed" means that the Published Work has been produced by offset or digital technology; not print-on-demand or as an ebook.

SS: Publication of (a) Entered Manuscript(s) announced as Winner or one of two Winners of The Proverse Prize and/or (b) Entered Manuscript(s) awarded publication as a Supplementary Prize

- a) By virtue of entering for The Proverse Prize and/or by virtue of signing the Entry Form dated 23 December 2016 above or any later version thereof and/or by virtue of signing at the end of the Terms and Conditions for The Proverse Prize 2018, Author-Entrants assign to The Publishers during the legal term of copyright including any renewals and extensions thereof

the sole and exclusive licence to produce print publish and distribute the Entered Manuscript including in all languages in different versions and translations and including the first and all subsequent editions and/or printings of the Entered Manuscript in printed, photocopied, scanned, recorded, digital, electronic, audio or any other form including in any form not yet invented or any abridgement of the Entered Manuscript or any substantial part of the Entered Manuscript in serial form or any abridgement of the Entered Manuscript or any substantial part of the Entered Manuscript in volume form, including in anthologies, digital libraries and networking, to handle all and any subsidiary rights including radio, television and film rights for the legal term of copyright including any renewals and extensions thereof throughout the world, and to sub-licence the Entered Manuscript for the legal term of copyright including any renewals and extensions thereof throughout the world. For the avoidance of doubt the Author-Entrant may not produce print publish or distribute the Entered Manuscript without the prior written approval of The Publishers. In the case of an Entered Manuscript originally published in a language or languages other than English, the licensed rights assigned do not include the language(s) in which the Work of which the Entered Manuscript is a translation was previously published.

- b) By virtue of entering for The Proverse Prize and/or by virtue of signing the Entry Form dated 2 January 2018 above or any later version thereof and/or by virtue of signing at the end of the Terms and Conditions for The Proverse Prize 2018, Author-Entrants assign to The Publishers during the legal term of copyright including any renewals and extensions thereof the sole and exclusive right and licence to produce print publish and distribute the “Manuscript after it has been prepared for publication” (as defined in RR:9 above) throughout the world including in all languages in different versions and translations and including the first and all subsequent editions and/or printings of the “Manuscript after it has been prepared for publication” in printed, photocopied, scanned, recorded, digital, electronic, audio or any other form including in any form not yet invented or any abridgement of the “Manuscript after it has been prepared for publication” or any substantial part of the “Manuscript after it has been prepared for publication” in serial form or any abridgement of the “Manuscript after it has been prepared for publication” in volume form, including in anthologies, digital libraries and networking, to handle all and any subsidiary rights including radio, television and film rights for the legal term of copyright including any renewals and extensions thereof throughout the world, and to sub-licence the “Manuscript after it has been prepared for publication” for the legal term of copyright including any renewals and extensions thereof throughout the world. For the avoidance of doubt the author may not produce print publish or distribute the "Manuscript after it has been prepared for publication" without the written approval of The Publishers. In the case of an Entered Manuscript originally published in a language or languages other than English, the licensed rights assigned do not include the language(s) in which the Work of which the Entered Manuscript is a translation was previously published.
- c) The Publishers may use an agent or agents and/or sub-agent or sub-agents, to secure any or all such sales and/or sub-licenses as referred to in SS:a and/or SS:b and agree terms with such agent or agents and/or sub-agent or sub-agents, as The Publishers may think fit.
- d) The Publishers are not responsible and will not be held responsible for any failure(s), default(s), omission(s), bad translation(s), breach(es) / violation(s) of copyright on the part of any such agent(s) or sub-agent(s) as referred to in SS:c.
- e) Subject to any other provisions elsewhere within this Agreement, any and all of the Author-Entrant's warranties, indemnifications, undertakings, agreements, etc. given at any place within this entire document (Sections A to E inclusive) in relation to the Entered Manuscript (as defined in A:4 and A:4(a) above) by virtue of entering for The Proverse Prize and/or by virtue of signing the Entry Form dated 23 December 2016 above or any later version thereof and/or by virtue of signing at the end of the Terms and Conditions for The Proverse Prize 2018, apply also to the following:
- (i) “Non-entered Manuscripts” (as defined in A:8 above);
 - (ii) “Revised Entered Manuscripts” (as defined in RR:6 above) / “Revised Non-Entered Manuscripts” (as defined in RR:6 above);
 - (iii) "Modified Entered Manuscripts" (as defined in RR:7 above) / “Modified Non-Entered Manuscripts” (as defined in RR:7 above);
 - (iv) "Modified Revised Entered Manuscripts" (as defined in RR:8 above) / “Modified Revised Non-Entered Manuscripts” (as defined in RR:8 above).
1. After the public announcement of the Semi-finalists, Author-Entrants who are not Semi-finalists may write to the Administrators at their Hong Kong address, enclosing a self-addressed envelope, to enquire whether their Entered Manuscript has been recommended for a Supplementary Prize. If the answer is that their Entered Manuscript "has not been recommended for a Supplementary Prize", thereafter Author-Entrants and Translators will no longer be bound under paragraph SS:a to SS:e inclusive (above) and are free to offer their Entered Manuscript for publication to whomsoever they choose (including to The Publishers).
 2. After the public announcement of the Finalists, those semi-finalist Author-Entrants who are not Finalists may write to the Administrators at their Hong Kong address, enclosing a self-addressed envelope, to enquire whether their Entered Manuscript has been recommended for a Supplementary Prize. If the answer is that their Entered Manuscript "has not been recommended for a Supplementary Prize", thereafter Author-Entrants and Translators will no longer be bound under paragraphs SS:a to SS:e inclusive (above) and are free to offer their Entered Manuscript for publication to whomsoever they choose (including to The Publishers).
 3. After the public announcement of the Winner or at most two Winners of The Proverse Prize, finalist Author-Entrants whose Entered Manuscript has not been announced as the Winner or one of two Winners, may write to the Administrators at their Hong Kong address, enclosing a self-addressed envelope, to enquire whether their Entered Manuscript has been recommended for a Supplementary Prize. If the answer is that their Entered Manuscript "has not been recommended for a

Supplementary Prize", Author-Entrants and Translators are thereafter no longer bound under paragraphs SS:a to SS:e inclusive (above) and are free to offer their Entered Manuscript for publication to whomsoever they choose (including to The Publishers).

4. After the public announcement of any entry/entries awarded publication as a Supplementary Prize (if any), Author-Entrants whose Entered Manuscript has not been announced as awarded publication as a Supplementary Prize may write to the Administrators at their Hong Kong address, enclosing a self-addressed envelope, to enquire whether their Entered Manuscript has been recommended for a Supplementary Prize. If the answer is that their Entered Manuscript "has not been recommended for a Supplementary Prize", Author-Entrants and Translators are thereafter no longer bound under paragraphs SSa to SS:e inclusive (above) and are free to offer their Entered Manuscript for publication to whomsoever they choose (including to The Publishers).
5. All Author-Entrants agree that they will not enter their Entered Manuscript for any other prize if the award of that prize to the Entered Manuscript will necessitate the refusal of The Proverse Prize or any Supplementary Prize, should it be awarded to the Entered Manuscript.

TT: Publication of an extract from the Entered Manuscript / "Manuscript after it has been prepared for publication" and/or the Published Work for marketing and/or promotional purposes:

By virtue of entering for The Proverse Prize and/or by virtue of signing the Entry Form for The Proverse Prize dated 2 January 2018 above or any later version thereof and/or by virtue of signing at the end of the Terms and Conditions for The Proverse Prize 2018, Author-Entrants also assign to The Publishers the right to publish in any language an extract from the Entered Manuscript and/or "Manuscript after it has been prepared for publication" and/or from the Published Work in any form (printed, digital, electronic, audio or any other form including in any not yet invented), for the purpose of marketing and promoting the Entered Manuscript / "Manuscript after it has been prepared for publication" and/or the Published Work in case but only in case of winning or sharing the Proverse Prize or being awarded publication as a Supplementary Prize. In the case of an Entered Manuscript originally published in a language or languages other than English, the assigned rights do not include the language(s) in which the work of which the Entered Manuscript is a translation was previously published.

UU: Circumstances in which the assignments by an Author-Entrant whose Entered Manuscript has been announced as the Winner or one of two Winners of The Proverse Prize or as being awarded publication as a Supplementary Prize will lapse:

If for any reason, except delay at any stage of the editing and/or publishing process for whatever reason on the part of and/or caused by the Awardee / Supplementary Prize Awardee, The Publishers do not publish an Entered Manuscript / "Manuscript after it has been prepared for publication" which has been announced as the Winner or one of two Winners of The Proverse Prize or as the Winner of a Supplementary Prize (if any) as a printed book and/or in serial form and/or in digital form and/or in electronic form and/or in any other form in the English language within a period of three years after the Public Announcement that such Entered Manuscript is the Winner or one of two Winners of the Proverse Prize or the Winner of a Supplementary Prize, the assignments by the Author-Entrant concerned will lapse except in the case of Publication of an extract from the Entered Manuscript / "Manuscript after it has been prepared for publication" for marketing and/or promotional purposes (see paragraph TT above).

VV: Promotion and/or use of winning work(s)

An Awardee and/or Supplementary Prize Awardee will inform The Publishers if, at any time, he or she receives an enquiry for the promotion and/or use of the winning work and The Publishers will do their best to respond to this enquiry in a timely manner.

WW: Awardee / Supplementary Prize Awardee's right to request a review:

1. In the case of each Entered Manuscript / Non-entered Manuscript which has been announced as the Winner or one of two Winners of The Proverse Prize or as the Winner of a Supplementary Prize, the Awardee / Supplementary Prize Awardee has the right, ten years after the Published Work has first appeared, to request a review of the agreements made by virtue of entering for The Proverse Prize and/or by virtue of signing the Entry form dated 2 January 2018 above or any later version thereof and/or by virtue of signing at the end of the Terms and Conditions for The Proverse Prize 2018.
2. If the Awardee / Supplementary Prize Awardee does not request such a review within the three months before the date concerned, the agreement will continue for the full period of copyright.
3. If the Awardee / Supplementary Prize Awardee does request such a review, the matters will be discussed further between the Awardee / Supplementary Prize Awardee and the Publishers.

XX: Publication (all Entered Manuscripts / Non-entered Manuscripts) in an Anthology / Anthologies:

1. The Publishers reserve the right to publish in the English Language and/or in any other language throughout the world, whether or not through an agent or sub-agent, whether in printed form, by print-on-demand, as an ebook, by networking or in digital libraries or elsewhere, or in any form including any not yet invented, an anthology / anthologies of selected extracts chosen from among the Entered Manuscripts / Non-entered Manuscripts in any particular year or group of years of entry.
2. By entering for The Proverse Prize, Author-Entrants agree that an extract or extracts from their Entered Manuscript may be included in any such anthology and confirm that they have the right to make this agreement.
3. Author-Entrants also agree that they will not enter into any agreement with any third party or third parties which is in conflict with this Agreement.
4. If by chance an Author-Entrant does enter into any agreement with any third party or third parties which is in conflict with paragraphs XX:2 and XX:3, the Publishers will not be liable for any damages whatsoever.
5. An Author-Entrant whose Entered Manuscript / Non-entered Manuscript has not been announced as the Winner or one of two Winners of the Proverse Prize or as the Winner of a Supplementary Prize will retain his/her copyright in the selections from their Entered Manuscript included in any such anthology / anthologies of selected extracts and The Publishers will have copyright in the Anthology / Anthologies.

6. If a legible email address has been provided, an email message will be sent to Author-Entrants to advise them at appropriate times if any part of their Entered Manuscript will be / has been included in an anthology, to make any editing suggestions, and to announce the publication of the anthology.

YY: Publication of an Entered Manuscript announced as Winner or one of two Winners of The Proverse Prize or Winner of a Supplementary Prize (if any)

1. The Publishers reserve the right to publish throughout the world each and every Entered Manuscript / Non-entered Manuscript announced as Winner or one of two Winners of The Proverse Prize or as Winner of a Supplementary Prize (if any) and/or "Manuscript after it has been prepared for publication" in the way that, in the professional judgement of The Publishers, seems best for the success and reception of the Entered Manuscript / Non-entered Manuscript / "Manuscript after it has been prepared for publication" in each case, having regard to commercial considerations.
2. The Publishers shall have the entire control of the publication.
3. If in print, the title, paper, printing, binding, cover and/or jacket and any embellishments, the manner and extent of advertisement, the number and distribution of free copies for the Press or otherwise, and the price and terms of sale shall be at the sole discretion of The Publishers.
4. If in digital form, the title, format, platform(s), the manner and extent of advertisement, the price and terms of sale shall be at the sole discretion of The Publishers.

ZZ: Seeking support and/or sponsorship to facilitate publication of Entered Manuscripts by The Publishers

1. The Proverse Prize Administrators and/or The Publishers may seek support and/or sponsorship to facilitate the publication by The Publishers of any Entered Manuscript which has been announced as Winner or one of two Winners of The Proverse Prize or as Winner of a Supplementary Prize (if any) either as submitted by the Author-Entrant or as a "Manuscript after it has been prepared for publication" or at any intervening stage; such support and/or sponsorship will be solicited either on behalf of The Publishers or on behalf of the Awardee / Supplementary Prize Awardee as may be decided by the Administrators and/or The Publishers in each case, and Awardees / Supplementary Prize Awardees agree to supply expeditiously to the Administrators and/or The Publishers if when and as required such additional information as may be needed for seeking such support and/or sponsorship and Awardees / Supplementary Prize Awardees also agree that such information may be supplied to those to whom application may be made for such support or sponsorship.
2. Should support and/or sponsorship be awarded to facilitate the publication by The Publishers of any one or more than one Entered Manuscript which has been awarded a prize as Winner or one of two Winners of The Proverse Prize or as a Winner of a Supplementary Prize (if any), The Publishers will manage the spending of the funds to ensure that the spending of the funds conforms to the agreement made with the sponsors, and The Publishers will also make and submit any report that is required by the awarding individual or body; such report will be submitted either on behalf of The Publishers or on behalf of the Awardee / Supplementary Prize Awardee as appropriate to each case as may be determined by The Publishers and at no charge to the Winner or one of two Winners of The Proverse Prize or Winner of a Supplementary Prize (if any).

ZZa: Seeking support and/or sponsorship to facilitate publication of Non-entered Manuscripts by The Publishers

1. The Proverse Prize Administrators and/or The Publishers may seek support and/or sponsorship to facilitate the publication by The Publishers of any Non-entered Manuscript which has been awarded a prize as Winner or one of two Winners of The Proverse Prize or as Winner of a Supplementary Prize (if any) either as submitted by the Awardee or as a "Manuscript after it has been prepared for publication" or at any intervening stage; such support and/or sponsorship will be solicited either on behalf of The Publishers or on behalf of the Awardee as may be decided by the Administrators and/or The Publishers in each case, and Awardees agree to supply expeditiously to the Administrators and/or The Publishers if when and as required such additional information as may be needed for seeking such support and/or sponsorship and Awardees also agree that such information may be supplied to those to whom application may be made for such support or sponsorship.
2. Should support and/or sponsorship be awarded to facilitate the publication by The Publishers of any one or more than one Non-entered Manuscript which has been awarded a prize as Winner or one of two Winners of The Proverse Prize or as Winner of a Supplementary Prize (if any), The Publishers will manage the spending of the funds to ensure that the spending of the funds conforms to the agreement made with the sponsors, and The Publishers will also make and submit any report that is required by the awarding individual or body; such report to be submitted either on behalf of The Publishers or on behalf of the Awardee as appropriate to each case as may be determined by The Publishers and at no charge to the Winner or one of two Winners of The Proverse Prize or Winner of a Supplementary Prize (if any).

AAA: Re-publication of any individual poem / any individual short story from a collection first published by The Publishers

1. **POETRY COLLECTIONS.**
 - a) The Author-Entrant agrees that any future uses, arranged by him/her, of any individual poem will include a reference to the Published Work, the place of publication, The Publishers' name and postal address and website and warrants that s/he will ensure that any agreement s/he makes in connection with any such future use of individual poems in this collection are not in conflict in any way with the rights granted by this Agreement to The Publishers.
 - b) The Author-Entrant will also ensure that any such future use will enhance the reputation of the Published Work and the Proverse Prize rather than otherwise.
2. **SHORT STORY COLLECTIONS.**
 - a) The Author-Entrant agrees that any future uses, arranged by him/her, of any individual story will include a reference to the Published Work, the place of publication, The Publishers' name and postal address and website and warrants

that s/he will ensure that any agreement s/he makes in connection with any such future use of individual stories in this collection are not in conflict in any way with the rights granted by this Agreement to The Publishers.

- b) The Author-Entrant will also ensure that any such future use will enhance the reputation of the Published Work rather than otherwise.

BBB: Editing and Preparation For Publication Of Entered Manuscripts

1. The Publishers will contact Awardees and Supplementary Prize Awardees (if any) whose Entered Manuscripts are to be published by The Publishers in connection with finalizing the Entered Manuscript for publication.
2. Awardees and Supplementary Prize Awardees (if any) will read any comments of the Judges and /or any comments of The Publishers' Editor(s) who will work with him/her in preparing the work for publication and will do his/her best to take these comments into account in any revision of the Entered Manuscript which The Publishers consider appropriate for the purpose of publication.
3. Awardees and Supplementary Prize Awardees (if any) acknowledge that The Publishers have both a house style and editorial policies and understand and agree that editorial decisions will prevail.
4. Awardees and Supplementary Prize Awardees (if any) will work in a timely manner with The Publishers' Editor assigned to the task of finalizing the Entered Manuscript for publication and will respond to the Editor's queries or suggestions as soon as possible and if any Awardee / Supplementary Prize Awardee (if any) does not respond to the Editor's queries or suggestions satisfactorily within this period of time, The Publishers shall be at liberty both to instruct The Publishers' Editor to edit the Entered Manuscript for publication and to publish the Entered Manuscript so edited. Awardees and Supplementary Prize Awardees (if any) hereby consent and authorize the Publishers' Editor to carry out such editing without reference to him/her.
5. If an Awardee / Supplementary Prize Awardee (if any) wishes to modify the Entered Manuscript / Non-Entered Manuscript in any way, the Publishers will consider the modifications suggested but will use their own judgement to accept or not accept any or all of the modification(s) so suggested.
6. If the Entered Manuscript contains symbols that are not available to The Publishers, the Awardee will suggest workable alternatives / solutions.
7. If required by The Publishers, Awardees and Supplementary Prize Awardees (if any) should prepare and supply to The Publishers for publication a digital file in a format as required by The Publishers. If an Awardee delays to supply this for two weeks or more after this requirement is conveyed, disqualification may follow.

CCC: Competing Works

Awardees and Supplementary Prize Awardees (if any) will not write or publish or be concerned either directly or indirectly in writing or publishing any other book on the same subject of such a kind or published at such a price as may reasonably be regarded as likely to compete with or affect injuriously the sale of the Published Work.

DDD: New Works:

1. Awardees and/or Supplementary Prize Awardees (if any) will offer any completed new work to be published in book form to The Publishers and The Publishers will respond within a maximum of three months.
2. In all new works by an Awardee and/or Supplementary Prize Awardees (if any), not published by The Publishers, if such work(s) include a list of previous publications, s/he will arrange for the Published Work together with The Publishers' name, post office box address and web-site address to be listed but for reasons of security not any office address. S/he will do her/his best to obtain confirmation from the Publishers whether or not there have been any change in these Publishers' particulars in time for these to be included in the new work(s).

EEE: Copyright in Illustrations

1. If an Awardee and/ or Supplementary Prize Awardee does not own the copyright of any illustration including but not limited to photographs, diagrams, drawings, tables, etc., which he/she provides to The Proverse Prize Administrators and/or The Publishers as part of the Entered Manuscript and/or as part of the Revised Entered Manuscript and/or as part of the Modified Entered Manuscript and/or as part of the Modified Revised Entered Manuscript and/or as part of the "Manuscript after it has been prepared for publication" for inclusion in the Published Work, the Author-Entrant / Awardee / Supplementary Prize Awardee (if any) will inform The Publishers of this when he/she sends such illustration to the Proverse Prize Administrators and/or The Publishers.
2. The Author-Entrant / Awardee and/or Supplementary Prize Awardee will obtain from any such copyright holders written and signed permission on official letterhead (if any) to reproduce the illustrations whether in the Entered Manuscript or in the Published Work, and provide to The Publishers non-returnable originals of these permissions in hard copy form and also in soft copy form. The Author-Entrant will meet the cost of permission fees for all illustrations provided by herself/himself.
3. The Author-Entrant will provide copies of correspondence and receipts as evidence of such settlement.
4. The Author-Entrant will provide The Publishers clear documentation of any acknowledgement or permissions wording required by the owner of any illustrations (including but not limited to photographs, diagrams, drawings, tables, etc.).
5. Should The Publishers undertake to obtain any illustration and settle the relevant fees themselves, they will advise the Author-Entrant in advance of the cost of the relevant fees for the Author-Entrant's agreement and the Author-Entrant will reimburse The Publishers' out-of-pocket costs as soon as requested to do so by The Publishers.
6. If the Author-Entrant / Awardee and/or Supplementary Prize Awardee does own the copyright of any illustration including

but not limited to photographs, diagrams, drawings, tables, etc., which he/she provides to The Proverse Prize Administrators and/or The Publishers as part of the Entered Manuscript or for inclusion in the Published Work, the provision of such illustrations automatically conveys permission for them to be used in the Published Work and no fees for their use in the Published Work are to be paid by The Publishers to the Awardee and/or Supplementary Prize Awardee. The Author-Entrant will supply a permissions and/or copyright statement for each and every such illustration and if The Publishers use any such illustrations in the Published Work The Publishers will include these statements as appropriate.

FFF: Permissions and permissions fees for Textual Quotations from copyright works

1. The cost of permission fees for textual quotations from copyright works will be met by the Author-Entrant / Awardee / Supplementary Prize Awardee, who will obtain written and signed permission / licences on official letterhead (if any) and supply non-returnable originals both in hard copy and soft copy of these permissions / licenses to The Publishers.
2. Should The Publishers undertake to obtain any permissions / licenses for textual quotations and settle the relevant fees themselves, they will advise the Awardee / Supplementary Prize Awardee in advance of the cost of the relevant fees for his/her agreement and the Awardee / Supplementary Prize Awardee will reimburse The Publishers' out-of-pocket costs as soon as requested to do so by The Publishers.

GGG: Index: If an index is to be included in the Published Work, if the Awardee / Supplementary Prize Awardee can demonstrate that he/she has relevant and successful experience of indexing, he or she may supply an index to the specifications provided by The Publishers to be included in the Published Work. Otherwise, the reasonable cost of engaging an indexer will initially be paid out by the Publisher. The same sum (without interest) will be deducted in due course from any royalties or fees due to the Author-Entrant as stated elsewhere in this Agreement.

HHH: Proofs

1. The Publishers will deliver a confidential proof of the Published Work to the Awardee / Supplementary Prize Awardee by registered mail or by pdf attachment, as may be agreed between the Awardee / Supplementary Prize Awardee and The Publishers.
2. The Awardee / Supplementary Prize Awardee will immediately confirm the safe arrival of the proofs to The Publishers by email message.
3. The Awardee / Supplementary Prize Awardee will inform The Publishers by email attachment within 14 days of any errors for correction, presenting any such errors in list form, giving page and line number references.
4. The Awardee / Supplementary Prize Awardee should additionally indicate any corrections on a hard copy of the proof (if a hard copy has not been delivered to the Awardee / Supplementary Prize Awardee by The Publishers, the Awardee / Supplementary Prize Awardee will print out at his/her own expense a hard copy for this purpose from any confidential pdf file of the proof which may have been supplied by The Publishers) and send the annotated proofs at the Awardee / Supplementary Prize Awardee's own expense to The Publishers' mailing address, Hong Kong, P.O. Box 259, Tung Chung Post Office, Tung Chung, Lantau Island, NT, Hong Kong, SAR, China, by local Hong Kong mail, express air-mail or similar if such service is available otherwise by regular airmail, advising The Publishers by email message of the date he/she sent the annotated proofs, the method by which he/she has sent them and the postal reference number if any.
5. If requested by the Publisher, the Awardee / Supplementary Prize Awardee will fax any pages with corrections to the Publishers at the Awardee / Supplementary Prize Awardee's own expense to Hong Kong Fax No. [INT+852+] 26880546.
6. If the Awardee / Supplementary Prize Awardee prefers and if the Publishers agree, he or she may scan any such pages and send them as an email attachment to the Publishers to proverse@netvigator.com.
7. Should the Awardee / Supplementary Prize Awardee request changes or corrections -- excluding errors of printing, errors of typesetting or Publishers' errors -- amounting to more than 5% of the original cost of composition and/or page design and/or proof-reading and/or editing, any cost over this 5% will be met by the Awardee / Supplementary Prize Awardee.

III: Second Proofs

If The Publishers judge it necessary, a second set of proofs will be sent to the Awardee / Supplementary Prize Awardee by The Publishers under the same conditions.

JJJ: "About the Author" section:

1. For the wording of the section "About the Author" for inclusion in the Published Work and for other uses in connection with the Published Work, The Publishers will draw on any detailed brief biography and/or short biography that the Awardee / Supplementary Prize Awardee provided for publicity purposes when requested to do so by the Administrators of The Proverse Prize. The Publishers may request updating of any of this information before publication and the Awardee / Supplementary Prize Awardee will respond to this request as quickly as possible. The Publishers do not undertake to update this information.
2. If no such brief biography was provided previously to the Administrators of The Proverse Prize, the Awardee / Supplementary Prize Awardee will provide the brief biography as soon as requested to do so by The Publishers.

KKK: Descriptive texts of the Entered Manuscript as a Published Work:

When requested, the Awardee / Supplementary Prize Awardee shall provide The Publishers in separate soft files clearly labeled two **descriptive texts of the** "Manuscript after it has been prepared for publication" in 100 and 300 words respectively which The Publishers may use as a basis for texts to be used for the promotion of the Published Work and / or in the Published Work itself.

LLL: Key Words

The Awardee / Supplementary Prize Awardee shall prepare a list of ten key words in order of important / relevance which in the judgement of The Publishers shall assist The Publishers in the dissemination of information on the Published Work through electronic databases electronic networks and other electronic information technology devices and provide these on request from The Publishers.

MMM: Signed Copies

The Awardee / Supplementary Prize Awardee agrees to sign at least 10 (ten) copies of the Published Work, if and when provided by the Publishers for this purpose to be used by the Publishers for special sales, events, prizes, gifts, or any other purpose.

NNN: Awardee / Supplementary Prize Awardee's Prepaid Pre-publication Copies

1. Some time before publication of the first edition of the "Manuscript after it has been prepared for publication", a decision will be made whether to produce it by offset / digital technology or by Print on Demand. The Awardee / Supplementary Prize Awardee will be asked how many copies of the book s/he would wish to purchase from The Publishers at an author's advance purchase discount. Based partly on his/her answer, The Publishers will choose either to produce first by offset / digital technology or by Print on Demand.
2. If the decision is to produce first by offset / digital technology, the Awardee / Supplementary Prize Awardee will be sent a form to enable him/her to order in advance from The Publishers for his/her own personal use and not for resale copies of the first print-run of the work at a discount of 30% from the Hong Kong published price.
3. These will be despatched, at one time, handling/packing/ post/carriage/delivery free, to a single Hong Kong address if it is in Kowloon or on Hong Kong Island as supplied by the Awardee / Supplementary Prize Awardee, immediately after publication. For other addresses in Hong Kong, a small charge may be made.
4. If the address is not in Hong Kong, handling, packing, posting /carriage / delivery are to be paid by the Awardee / Supplementary Prize Awardee and the books will be sent by surface mail.
5. The Awardee / Supplementary Prize Awardee will pay in advance the full cost of both the books and the handling/packing/post/carriage/delivery of the books (as indicated above).
6. If the decision is to produce first by Print on Demand, the Awardee / Supplementary Prize Awardee will be advised how to purchase copies of their book and the amount of any discount that can be offered.

OOO: Awardee / Supplementary Prize Awardee's Post-publication purchases

1. The Awardee / Supplementary Prize Awardee can buy further copies of the first edition of the Published Work if produced first by offset/ digital technology (not Print on Demand) from The Publishers at a discount of 20% from the published price in HKD while stocks last and will be responsible to pay for a) related service, b) packing and c) postage/ carriage/ delivery costs and may request an Awardee / Supplementary Prize Awardee's order form whenever he/she wishes to place a further order.
2. The Awardee / Supplementary Prize Awardee will pay the full cost in advance.

PPP: Goods lost in transit

The Publishers will not be liable to replace any copies lost in transit.

QQQ: Awardee / Supplementary Prize Awardee's copies

1. The Publishers will give each Awardee / Supplementary Prize Awardee two complimentary copies of any first publication, whether it is published in traditional printed book form or by Print on Demand.
 - a) If such an Awardee / Supplementary Prize Awardee attends the award ceremony and if the book is available, the copies will be handed over to the Awardee / Supplementary Prize Awardee during the ceremony. Otherwise the books will be sent by mail, all packing and postage to be paid by The Publishers.

RRR: Promotional copies

1. The Publishers will earmark for review and promotional purposes six copies of any first edition of the Published Work, whether the book is first published in printed book form or by Print on Demand.
2. The Publishers will also provide to the relevant authorities any legal deposit or book registration copies as may be required from time to time, whether the book is first published by offset / digital technology or by Print on Demand.
3. Each Awardee / Supplementary Prize Awardee whose Entered Manuscript is published by The Publishers may take the opportunity to suggest to The Publishers appropriate names and addresses where review/promotional copies should be sent.

SSS: Promotion and publicity

1. The Publishers will promote and sell the Published Work in such a manner, as to ensure within the reasonable limits of sound business practice its reasonable exposure through the marketing channels appropriate to such a Work as available to The Publishers.

2. The Publishers will request the Awardee / Supplementary Prize Awardee to give all possible publicity leads, contacts and ideas, suggested marketing and sponsorship ideas whether by means of a form or otherwise. The Awardee / Supplementary Prize Awardee will supply this information conscientiously, expeditiously, and to the best of his/her ability.
3. The Awardee / Supplementary Prize Awardee shall make herself/himself available to promote and publicise the Published Work as The Publishers may reasonably require or suggest during the twelve months following publication, and (b) the Awardee / Supplementary Prize Awardee's travel and subsistence costs in such promotion and publicity of the Published Work are to be borne by the Awardee / Supplementary Prize Awardee. (NOTE: The Publishers do not include long haul international air-travel or hotel accommodation under the description of "reasonably".)
4. If an Author-Entrant does not wish to be involved in promotion and publicity, should they be an Awardee / Supplementary Prize Awardee, s/he shall promptly advise The Publishers accordingly at the time they enter for The Proverse Prize.

TTT: Advertisements:

1. The Publishers will ensure that any advertisements included within any edition of the Published Work published by them will be in their judgment tasteful and appropriate to the Published Work.
2. Any revenue derived from any such advertisements which is sourced by the Publishers will be shared within three to six months of receipt as follows: 50% of net revenue to the Awardee / Supplementary Prize Awardee and 50% of net revenue to the Publishers.
3. Net revenue means, actual cash received by the Publishers, less any expenses incurred by the Publishers in securing the revenue.
4. Should the Awardee / Supplementary Prize Awardee secure the offer of purchase of any such advertisements, he/she will pass the correspondence at one time to the Publishers who will consider the proposed advertisement(s) and proposed arrangements and in due course confirm or reject them or request amendments as seems to them in their sole judgment appropriate.
5. The costs of such negotiations conducted by the Awardee / Supplementary Prize Awardee will be borne by the Awardee / Supplementary Prize Awardee.
6. The Awardee / Supplementary Prize Awardee will remit to the Publisher 50% of any fee he/she receives directly from any such advertisers, sending to the Publishers copies of the relevant correspondence.
7. Should the Publisher receive the fee from any such Advertisers, the Publishers will remit 50% of this fee to the Awardee / Supplementary Prize Awardee.

UUU: Royalties: transactions in currencies other than Hong Kong dollars

Receipts received by The Publishers in currencies other than Hong Kong dollars may be converted into Hong Kong dollars / calculated in Hong Kong dollars, when calculating royalty and any other payments to the Awardee / Supplementary Prize Awardee.

VVV: Payments or remittances between The Publishers and the Awardee / Supplementary Prize Awardee

1. Payments or remittances from The Publishers to the Awardee / Supplementary Prize Awardee will be calculated in Hong Kong dollars.
2. Payments or remittances from The Publishers to the Awardee / Supplementary Prize Awardee may be made by direct deposit to a Hong Kong bank account nominated by the Awardee / Supplementary Prize Awardee or by telegraphic transfer to a bank account nominated by the Awardee / Supplementary Prize Awardee and/or by cheque. The Publishers will bear the cost of any payment or remittance by The Publishers to the Awardee / Supplementary Prize Awardee and have the right to select the cheapest reliable method as advised by their bank.
3. The Publishers will advise the Awardee / Supplementary Prize Awardee separately of the details of the payment or remittance.
4. If the sum to be paid or remitted is less than HKD1,000 net of the costs of remitting the sum, the sum will not be remitted until such time as the sum to be paid or remitted is at least HKD1,000 net of the costs of remittance.

WWW: Payments or remittances between the Awardee / Supplementary Prize Awardee and The Publishers

1. Payments or remittances from the Awardee / Supplementary Prize Awardee to The Publishers may be made by direct deposit or telegraphic transfer to a Hong Kong bank account which will be nominated by The Publishers.
2. Payments or remittances from the Awardee / Supplementary Prize Awardee to The Publishers should be in Hong Kong dollars.
3. The Awardee / Supplementary Prize Awardee will bear the cost of any payment or remittance sent by the Awardee / Supplementary Prize Awardee to The Publishers.
4. The Awardee / Supplementary Prize Awardee will advise The Publishers separately of the details of the payment or remittance.

XXX: Advance on Royalties: N/A

YYY: Royalties on traditionally printed books

1. Subject to the terms and conditions set out in this Agreement, The Publishers will pay an Awardee / Supplementary Prize Awardee royalties on the Publisher's net receipts from sales of the traditionally printed book by The Distributor as follows:
 Nil on the first 100 copies,
 5% of copies 101 to 220 inclusive,
 10% copies 221 to 5,000 inclusive,
 15% of copies 5,001 and above.
2. No royalties shall be paid on copies of the Work given away to the Awardee / Supplementary Prize Awardee or given away in the interests of the sale and/or promotion of the Published Work including but not limited to review copies, complimentary

- copies, promotional copies, presentation copies, or copies lost through theft or damaged or destroyed in transit or otherwise.
3. No royalties shall be paid on copies sold to the Awardee / Supplementary Prize Awardee at an Awardee / Supplementary Prize Awardee's discount.
 4. The Publishers may allow charitable organizations, free of charge, to reproduce the Work as editions such as braille and 'talking books' for the physically handicapped on a non-commercial basis.
 5. For any second and/or any subsequent traditionally printed edition, the royalty schedule will be the same as for the first printed edition.
 6. Points YYY2, YYY:3 and YYY:4 above apply to royalties earned from sales of traditionally printed books, books produced by print-on-demand technology, Ebooks, including English language editions and translated editions / versions.

ZZZ: Accounts

1. Based on the most current usable information supplied to them, The Publishers shall make up accounts at 31 December annually.
2. Subject to UUU, VVV and WWW above, a statement will be provided to the Awardee / Supplementary Prize Awardee when royalties earned from sales during each relevant accounting period exceed HK\$1,000.00 net of the cost of remittance and in that event The Publishers would render such accounts and pay all monies due to the Awardee / Supplementary Prize Awardee by the succeeding 1 July respectively, beginning a minimum of twelve months after publication.
3. The Publishers will not set aside from the royalties earned in the first relevant accounting period any reserve against returns.

AAAA: Print-on-Demand

1. The Publishers reserve the right to publish the "Manuscript after it has been prepared for publication" as print-on-demand themselves, and/or through a third party at the same time as or at any time before or after publication of the first traditionally printed print-run (if any) of the first edition.
2. Subject to the terms and conditions set out in this Agreement, royalties on any print-on-demand version will be as follows:
Nil for the first 100 copies.
On the Publisher's net receipts from sales of copy 101 to 250 inclusive: 2.5%.
On the Publisher's net receipts from sales of copy 251 to 500: 5%.
on the 501st and subsequent copy up to 1,000 sold: 7.5% of the Publishers' net receipts.
on the 1001st and subsequent copy up to 5,000 sold: 10% of The Publishers' net receipts.
on the 5,001st copy and subsequent copy sold: 15% of The Publishers' net receipts on sales.
3. No royalties shall be paid on copies of the Work given away to the Awardee / Supplementary Prize Awardee or given away in the interests of the sale and/or promotion of the Published Work including but not limited to review copies, complimentary copies, promotional copies, presentation copies, or copies lost through theft or damaged or destroyed in transit or otherwise.
4. No royalties shall be paid on copies sold to the Awardee / Supplementary Prize Awardee at an Awardee / Supplementary Prize Awardee's discount.
5. The Publishers may allow charitable organizations, free of charge, to reproduce the Work as editions such as braille and 'talking books' for the physically handicapped on a non-commercial basis.

BBBB: Ebooks

1. Ebook means the verbatim text of the Published Work on its own including or not the original artwork and illustrations in the Published Work as The Publishers may decide (without additional audio or visual components) in an electronic form for reading.
2. If The Publishers have no plan to publish an ebook edition of the Published Work, the Awardee / Supplementary Prize Awardee may request The Publishers to prepare an ebook edition and publish it. In this case, the Awardee / Supplementary Prize Awardee will pay the cost in advance as advised by The Publishers of preparing and publishing the ebook edition. The Publishers have the right to determine the timing of such an ebook publication requested by the Awardee / Supplementary Prize Awardee.
3. Royalties on ebooks sold by The Publishers (e.g. from The Publishers' own website, if available) will be as follows: 20% of The Publishers' net receipts after payment for 50 copies has been received by The Publishers.
4. Royalties on ebooks sold by other agencies will be as follows: 20% of The Publishers' net receipts after such sales have been notified to the Publishers by such other agency / agencies and after payment for 50 copies of such ebooks notified sold has been received by The Publishers.

CCCC: Royalties from serial rights and other subsidiary rights

1. The Publishers will pay royalties of 50% on their net receipts from serial rights and from all other subsidiary rights in connection with which royalty percentages are not mentioned elsewhere in this Agreement.

DDDD: Publication of Translation(s) by The Publishers

1. As part of the rights granted elsewhere in this Agreement, the Awardee / Supplementary Prize Awardee has granted to The Publishers the right to publish a translation or translations of the Published Work in any other language.

2. Earnings from such a translation or translations will first be set against The Publishers' expenses in securing the translation and publishing it.
3. Once these expenses have been covered, subject to the terms and conditions set out in this Agreement, the Publishers shall make the following **royalty payments** to the Awardee / Supplementary Prize Awardee on sales of such translated **traditionally-printed book (not print-on-demand)** through The Distributor:

Nil on the first 100.

on copy 101 to 1000 inclusive: 7.5% of the Publishers' net receipts.

on the 1001st and subsequent copy up to and including the 5,000th: 15% of The Publishers' net receipts;

on the 5,001st copy sold and above: 20% of The Publishers' net receipts

4. No royalties shall be paid on copies of the Work given away to the Awardee / Supplementary Prize Awardee or given away in the interests of the sale and/or promotion of the Published Work including but not limited to review copies, complimentary copies, promotional copies, presentation copies, or copies lost through theft or damaged or destroyed in transit or otherwise.
5. No royalties shall be paid on copies sold to the Awardee / Supplementary Prize Awardee at an Awardee / Supplementary Prize Awardee's discount.
6. The Publishers may allow charitable organizations, free of charge, to reproduce the Work as editions such as braille and 'talking books' for the physically handicapped on a non-commercial basis.
7. For any second and/or any subsequent printed editions, the royalty schedule will be the same as for the first printed edition.

EEEE: Translations: Print on demand editions:

1. The Publishers reserve the right to publish a translation of the "Manuscript after it has been prepared for publication" as print-on-demand themselves, and/or through a third party at the same time as or at any time before or after publication in any other format if any of the "Manuscript after it has been prepared for publication".
2. Subject to the terms and conditions set out in this Agreement, royalties on any print-on-demand version, will be as follows:

Nil for the first 100 copies.

On the Publisher's net receipts from sales of copies 101 to 250 inclusive: 2.5%.

On the Publisher's net receipts from sales of copies 251 to 500: 5%.

on the 501st and subsequent copies up to 1,000 sold: 7.5% of the Publishers' net receipts.

on the 1001st and subsequent copies up to 5,000 sold: 10% of The Publishers' net receipts.

on the 5,001st copy and subsequent copies sold: 15% of The Publishers' net receipts on sales.

3. No royalties shall be paid on copies of the Work given away to the Awardee / Supplementary Prize Awardee or given away in the interests of the sale and/or promotion of the Published Work including but not limited to review copies, complimentary copies, promotional copies, presentation copies, or copies lost through theft or damaged or destroyed in transit or otherwise.
4. No royalties shall be paid on copies sold to the Awardee / Supplementary Prize Awardee at an Awardee / Supplementary Prize Awardee's discount.
5. The Publishers may allow charitable organizations, free of charge, to reproduce the Work as editions such as braille and 'talking books' for the physically handicapped on a non-commercial basis.
6. For any second and/or any subsequent print on demand editions of the translation, the royalty schedule will be the same as for the first print on demand edition.

FFFF: Translations: Ebook editions

1. If The Publishers have no plan to publish an ebook edition of the translation, the Awardee / Supplementary Prize Awardee may request The Publishers to prepare an ebook edition and publish it. In this case, the Awardee / Supplementary Prize Awardee will pay the cost in advance as advised by The Publishers of preparing and publishing the ebook edition. The Publishers have the right to determine the timing of such an ebook publication requested by the Awardee / Supplementary Prize Awardee.
2. Royalties on ebooks sold by The Publishers (e.g. from The Publishers' own website, if available) will be as follows: 20% of The Publishers' net receipts after payment for 50 copies has been received by The Publishers.
3. Royalties on ebooks sold by other agencies will be as follows: 20% of The Publishers' net receipts after such sales have been notified to the Publishers by such other agency / agencies and after payment for 50 copies of such ebooks notified sold has been received by The Publishers.

HHHH: Windfall benefits (not including grants, support or sponsorship to be set against the costs of publication and not including non-specific donations to The Proverse Prize and/or The Publishers and not including revenue (if any) from advertising):

1. The Awardee / Supplementary Prize Awardee and The Publishers mutually agree that any and all windfall benefits (not including grants, support or sponsorship or donations to be set against the costs of publication and not including revenue (if any) from advertising) which may be earned by the "Entered Manuscript" / "Non-entered Manuscript" / "Manuscript after it has been prepared for publication" / "Published Work" such as prizes (except The Proverse Prize), or bonuses, shall be shared 50%/50% (fifty percent / fifty percent).
2. Windfall benefits if any will not be included in the royalty accounts, but shall be shared out and remitted to the other party as soon as possible and in any case within three months of receipt by either party.

3. The division shall be allocated in the currency in which the windfall benefit has been received, prior to any conversion into another currency as may be requested by either party.

III: Revised Editions

1. In order to keep the Published Work up to date the Awardee / Supplementary Prize Awardee shall, if called upon by The Publishers, edit and revise all editions / printings of the Published Work during the currency of this Agreement and shall supply any new matter that may be needful to that end.
2. In the event of the Awardee / Supplementary Prize Awardee neglecting or being unable by reason of death or otherwise to edit or revise the Published Work, or to supply new matter where needful, The Publishers may procure some other person to edit or revise the Published Work, or to supply new matter and, subject to the approval of the Awardee / Supplementary Prize Awardee or his/her executor(s), administrator(s), or other such authorized person, such approval not to be unreasonably withheld, and may deduct the expense thereof from royalties due (if any) at that time or in the future to the Awardee / Supplementary Prize Awardee.

JJJJ: Publishers' website address The Publishers will keep the Awardee / Supplementary Prize Awardee informed by email notice or in the form of a changed letter-head about any changes in The Publishers' post office box address and web-site address.

KKKK: Awardee / Supplementary Prize Awardee's website

1. With The Publishers' written permission, an Awardee / Supplementary Prize Awardee who wins or shares The Proverse Prize or who is awarded publication as a Supplementary Prize may include a short extract from the text of the Published Work (but not of the Entered Manuscript which will necessarily be in an unedited form and if disseminated may detract from the reception of the Published Work) (which he or she will show to the Publishers before going live) on the Awardee's / Supplementary Prize Awardee's website, to promote the Published Work.
2. The name of the Published Work, The Publishers' name, and the address of The Publishers' website will be included with any such extract, unless and until expressly requested by The Publishers not to do so.
3. The Awardee / Supplementary Prize Awardee may also include The Publishers' Post Office Box address (Proverse Hong Kong, P.O. Box 259, Tung Chung Post Office, Tung Chung, Lantau, NT, Hong Kong, SAR, China).
4. The links to The Publishers' website will be provided to the Awardee / Supplementary Prize Awardee by The Publishers as soon as available for this purpose, on request.

LLLL: Copyright Notice: The Publishers undertake to include a copyright notice or notices as appropriate in all editions of the "Published Work" published by them in any format.

MMMM: Actions for Copyright Infringement:

1. It is agreed that if The Publishers consider that the copyright in the Entered Manuscript and/or Revised Entered Manuscript (if any) and/or Modified Entered Manuscript (if any) and/or Modified Revised Entered Manuscript (if any) and/or "Manuscript after it has been prepared for publication" and/or "Published Work" has been infringed and wish to take legal proceedings, both the Author-Entrant / Awardee / Supplementary Prize Awardee on the one part and The Publishers on the other part shall join in any legal proceedings and bear the legal costs and expense in equal shares.
2. The party initiating such proceedings shall in the first place pay all costs and expenses and seek indemnity of the half share of costs and expenses from the other.
3. Any monies which shall be recovered in respect of any such infringement of copyright shall, after deduction of all costs and expenses, be divided equally between the Awardee / Supplementary Prize Awardee and The Publishers.

NNNN: Moral Rights: The Publishers hereby undertake:

- to print on the verso title page or similar of every copy of every traditionally-printed edition of the Published Work published by them in the United Kingdom the words 'the right of [the Awardee / Supplementary Prize Awardee] to be identified as the Author of this Work has been asserted by her/him in accordance with the Copyright, Designs and Patents Act 1988';
 - to make it a condition of contract with any licensee concerning any traditionally-printed or print-on-demand edition of the Published Work to be published in the United Kingdom that a notice of assertion in the same terms as above shall be printed in every traditionally-printed or print-on-demand edition published by the licensee;
 - to set the name of the Awardee / Supplementary Prize Awardee in customary form with due prominence on the title page and on the binding, jacket and/or cover of every copy of the Published Work published by them in a traditionally-printed or print-on-demand edition.
- The Publishers hereby undertake, in any E-book version/edition published by The Publishers, to show the Awardee / Supplementary Prize Awardee's name on a title page or cover page or on both the title page and cover page.

OOOO: Termination:

1. If The Publishers fail to fulfill or comply with any of the provisions of this Agreement within six months after they have received notification in writing sent by registered air mail or registered Hong Kong mail to The Publishers' office address and additionally as an email attachment to the Publishers' email address from the Awardee / Supplementary Prize Awardee of such failure, or if they go into liquidation or have a Receiver or Administrator appointed, this Agreement shall automatically terminate and all rights shall revert to the Awardee / Supplementary Prize Awardee. Termination shall be without prejudice

to any claim which the Awardee / Supplementary Prize Awardee may have for monies due, or damages, or otherwise. New sub-licences will not be granted by The Publishers after the Awardee / Supplementary Prize Awardee has served notice of termination, without the Awardee / Supplementary Prize Awardee's approval.

2. If the Awardee / Supplementary Prize Awardee is in breach of any terms and conditions of this Agreement, The Publishers shall claim against and recover from the Awardee / Supplementary Prize Awardee such loss and damages which The Publishers may have suffered as a result of the breach of the Awardee / Supplementary Prize Awardee aforesaid.

PPPP: Survival:

1. The Author-Entrant understands that, in accordance with the rights granted in this Agreement, the Publishers may enter into agreements, which will necessarily survive any termination of this Agreement between the Publishers and the Author.
2. Upon any termination of the Agreement between the Publishers and the Author-Entrant, the Publishers will advise any such other parties that such termination has occurred and this will be the limit of the Publishers' responsibility.

QQQQ: Wasting and Remaindering:

In the case of any traditionally printed edition of the "Manuscript after it has been prepared for publication", if after two years from the date of publication of such an edition that particular printed edition shall cease in the Publishers' opinion to have sufficiently remunerative sale the Publishers shall have the right either to remainder or waste any copies remaining on hand. If the Publishers so decide they shall first offer to supply copies to the Author at the same price as they are to be offered to booksellers and wholesalers.

RRRR: Good faith:

Author-Entrants understand and accept that while publication of the "Manuscript after it has been prepared for publication" will be done in good faith there is no guarantee of any sales of the book or any income or profit therefrom and Author-Entrants acknowledge that it is impossible to predict what success any book may achieve.

SSSS: Author-Entrant's Address:

The last known address of the Author-Entrant shall be deemed to be that shown in this Agreement unless the Publishers have been notified by registered post of any change.

TTTT: Interpretation: The headings in this entire document / set of documents together with the numbering and layout are for convenience only and shall not affect its / their interpretation.

UUUU: Agreement:

1. This Agreement incorporated in this document / set of documents shall be governed by and construed in all respects in accordance with the laws of Hong Kong. If any portion of this Agreement is found to be void or unenforceable the remaining portions shall be binding on the Author-Entrant, Awardee / Supplementary Prize Awardee and The Publishers and shall be given effect as though the void and unenforceable portions had been wholly deleted.
2. Nothing in this Agreement can be altered or changed unless and until the alteration(s)/changes(s) have been agreed upon and signed and confirmed in writing.

VVVV: Acceptance: By virtue of submitting an entry for The Proverse Prize and/or signing the Entry Form dated 23 December 2016 above or any later version thereof and/or at the end of the Terms and Conditions for The Proverse Prize 2018, Author-Entrants / Awardees / Supplementary Prize Awardees accept the said Terms and Conditions of The Proverse Prize as well as any additional rules and requirements which may be contained in the said Entry Form and/or Submission Guidance and Instructions as well as any additional rules and requirements which may be contained in the Invitation to enter the Competition and/or Background to The Proverse Prize and general details.

WWWW: Withdrawal: Author-Entrants / Awardees / Supplementary Prize Awardees shall not withdraw from the agreements they have made after submitting their Entered Manuscript.

XXXX: Revisions of these Terms and Conditions: The Administrators of The Proverse Prize reserve the right to revise and/or amend these Terms and Conditions and Entry Form in the light of ongoing experience or for any other reason at any time and from time to time, without advance notice. In general, however, in the absence of unexpected circumstances or happenings, no revision will be made after the closing date for receipt of Entry Forms / Entered Documents, Entry fees and Entered Manuscripts in relation to each immediately forthcoming competition for The Proverse Prize. _____

By signing this document, I hereby confirm that my entry to The Proverse Prize 2018 is made in response to the invitation to compete for The Proverse Prize for unpublished non-fiction, fiction or poetry (2018) issued by Proverse Hong Kong as Proverse Prize Administrators and I agree to be legally bound by The Terms and Conditions 2018 set out above and I agree to each and every provision in this entire document dated 2 January 2018 received by me and which I have read and fully understand. I confirm that I will look again at and be legally bound by the Terms and Conditions on the closing date in 2018 (14 June) for submitting Entry Forms / Entry Documents, Entry Fees and Entered Manuscripts. I also confirm that I have made a copy of the 30 pages of this completed document and that I will refer to these when I have any question.

Author-Entrant's Signature: _____ Author-Entrant's Name: _____

Date _____ Hong Kong Permanent ID card number (if any) _____

Passport number (if any) (Please state the country whose passport this is.) _____

WITNESS'S STATEMENT: I have known the Author-Entrant for ____ years. The context in which I know the Author-Entrant is:

Witness's Signature: _____ Witness's Name: _____

Date: _____

Witness's Email Address: _____ ~~ ENDS ~~