

THE PROVERSE PRIZE FOR UNPUBLISHED NON-FICTION, FICTION OR POETRY.

PLEASE VISIT THE WEBSITE, <www.proversepublishing.com> on 31 May 2011 (the closing date for Entry Forms / Entry Documents and Entry Fees to be received) and read any revised document which may have been uploaded in the meantime.

THE PROVERSE PRIZE FOR UNPUBLISHED NON-FICTION, FICTION OR POETRY.

SECTION	TOPIC	PAGE NO.
A.	Invitation To Enter The Competition 2011	2
B.	Background to The Proverse Prize and general details	2
C.	Submission Guidance and Instructions for 2011	3
D.	Entry Form for 2011	6
E.	Terms and Conditions for 2011	11

A INVITATION TO ENTER THE COMPETITION 2011

This entire document (Sections A to E inclusive) constitutes an invitation to enter The Proverse Prize competition 2011. For future reference, please bookmark or make a note of the address of our website, <<http://www.proversepublishing.com>>, where this invitation is made public. These documents may be revised from time to time and (in the absence of extraordinary circumstances) the version dated 10 March 2011 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 in 2011.

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 now publishers.

HONORARY LEGAL ADVISOR: Mr Raymond T. L. Tse. **HONORARY ACCOUNTANT:** Mr Patrick P. Y. Ho.

HONORARY ADVISORS: Marion Bethel, David Crystal, Björn Jernudd, Larry Smith, 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.

Full details, including other awards and benefits for Author-Entrants are in the Terms and Conditions of The Proverse Prize 2011.

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

KEY DATES [* Subject to confirmation.]

Opening date(s) 1) Entry Forms and fees: 14 April annually; 2) Entered Manuscripts: 1 May annually.

Closing date(s): 1) Entry Forms and fees: 31 May annually; 2) Entered Manuscripts: 30 June annually.

Judging period: within the months of July and August of the entry year.*

Announcement of the Long list: within the period, August to October of the entry year*

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

Announcement of the Winner / two (maximum) Joint-Winners and related cash award(s): December of the year of entry to April following the year of entry.*

Cash Award (if any) made: within the period, beginning from November of the year following the entry year.*

Publication (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 and/or receipt of 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 2011**

**C THE PROVERSE PRIZE FOR UNPUBLISHED NON-FICTION, FICTION OR POETRY.
SUBMISSION GUIDANCE & INSTRUCTIONS 2011**

Legally Binding: Author-Entrants accept and are legally bound by the provisions of all parts (A to E inclusive) of this entire document. 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, your Translator must also sign, date and obtain a witness's signature wherever required.

A For EACH Entered Manuscript, please submit in the same envelope, to arrive by 31 May 2011:

1) TWO COPIES 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 the original signature of the Translator where required and the original signature of the witness or witnesses as the case may be where required, with:

2) EITHER a) the Entry Fee OR b) evidence of payment of the Entry Fee.

The above may be sent either to an address in the United Kingdom (UK) or to a Hong Kong (HK) address: -- a UK address if you are paying in pounds sterling (GBP); a HK address if you are paying in Hong Kong dollars (HKD).

UK ADDRESS	HONG KONG ADDRESS
The Proverse Prize,	Attn: The Proverse Prize,
C/o Miss Christine Penney,	Proverse Hong Kong,
28 West Street,	P.O. Box 259,
Stratford-upon-Avon CV37 6DN,	Tung Chung Post Office,
UNITED KINGDOM.	Tung Chung,
	Lantau Island, NT,
	Hong Kong, SAR.

ENTRY FEE FOR EACH SUBMISSION: HKD200 or GBP30. (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.

B SUBMIT MANUSCRIPTS (*two hard copies and two soft copies of the identical file, one on each of two CDs*) to arrive during the period 1 May 2011 to 30 June 2011 at the following address:

The Hotel Coma,
Attention The Proverse Literary Prize,
Ordino,
Principat d'Andorra,
AD 300,
via France.

NOTE: Your Entry Form / Entry Documents and Entry Fee should NOT be sent with your Entered Manuscript, but as explained below.

MANUSCRIPTS received before 1 May 2011 may be disqualified.

MODE OF SUBMISSION OF YOUR ENTRY FEE

Your Entry Fee may be submitted either through Hong Kong or through the United Kingdom.

THROUGH THE UNITED KINGDOM, BY

- a pounds sterling (GBP) cheque, drawn on a United Kingdom bank (payable to "Proverse").
- a pounds sterling (GBP) postal order (payable to "Proverse").
- direct payment into the Proverse bank account in the UK with HSBC, number 02246856, Sortcode 40-47-17 (IBAN GB51MIDL40471702246856) (Branch identifier code: MIDLGB2109U), by one of the following methods:
 - in cash over the counter of a HSBC branch
 - via deposit machine
 - by internet banking.

THROUGH HONG KONG, BY

- direct deposit into the "Proverse Hong Kong" bank account number 808-459341-292 at the following bank and branch: HSBC, Number 1 Queen's Road Central, Hong Kong.
- PLEASE NOTE: This direct deposit method should attract no banking fees whatsoever. However, if bank fees are charged, these are payable in full by the Author-Entrant directly to the bank and should not be deducted from the Entry Fee. If this condition is not met, your entry will be disqualified.
- HKD cheque, drawn on a Hong Kong bank (payable to "Proverse Hong Kong")
- by telegraphic transfer to the "Proverse Hong Kong" bank account number 808-459341-292 at Hongkong and Shanghai Banking Corporation (HSBC), 1 Queen's Road Central, Hong Kong,.
- PLEASE NOTE: If you submit your Entry Fee by telegraphic transfer to the Proverse Hong Kong bank account in Hong Kong, you need to remit the Entry Fee of HKD200 plus HKD75.00 to cover Hong Kong receiving bank charges, i.e. HKD275.00 in all. If the originating bank also applies charges, these will be at the expense of the Author-Entrant and should be settled by the Author-Entrant at the time s/he remits the Entry Fee(s) to Proverse Hong Kong. If either or both of these conditions are not met, the entry will be disqualified.
- PLEASE NOTE THERE IS NO IBAN CODE FOR REMITTANCES TO HSBC Hong Kong. THE SWIFT CODE IS "HSBCHKHHHKH" (11 capital letters with no spaces)

Important Note

Since Author-Entrants and Translators (if any) will be asked to supply promotional materials after the Judges have recommended the long-list, please make sure that the Administrators of The Proverse Prize have correct information as to how to contact you during the judging period. (This is usually within the period July to August. If there is any departure from this, confirmed dates will be on the website.)

You are advised to keep a copy of this entire document as completed and submitted by you for your own records and future reference.

END OF SUBMISSION GUIDANCE INSTRUCTIONS

**D THE PROVERSE PRIZE FOR UNPUBLISHED NON-FICTION, FICTION OR POETRY
ENTRY FORM 2011**

**D THE PROVERSE PRIZE FOR UNPUBLISHED NON-FICTION, FICTION OR POETRY
ENTRY FORM 2011**

**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 (in duplicate) for each Entered Manuscript. -- Maximum Entered Manuscripts per Author-Entrant per year: No maximum.-- 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 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: _____

Phone Number (with International and country code): _____

Fax Number (with International and country code): _____

Email address: _____

I confirm that, if my Entered Manuscript is selected for the long list (i.e. as a semi-finalist) or for the short list (i.e. 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) _____
in (place) _____ by (person or entity) _____

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 the altered pages:

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

The Entered Manuscript has/has not previously won any other Prize. (*Please cancel what does not apply.*)

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.*)

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 2011.

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

If, "Yes, the Entered Manuscript is a translation 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.

Copyright

I confirm that I own the copyright in the Entered Manuscript which is an original Manuscript written by myself and that it has not previously been published in volume form.

ENTRY FEE PAYMENT EITHER THROUGH THE UNITED KINGDOM OR THROUGH HONG KONG

ANY ONE OF THE FOLLOWING:

THROUGH THE UNITED KINGDOM:

EITHER Please find enclosed my Entry Fee of GBP30.00 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 my Entry Fee of GBP30.00 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.

(*Please delete the options which do not apply.*)

THROUGH HONG KONG

EITHER Please find enclosed evidence of payment of HKD275.00, being my Entry Fee of HKD200 plus HKD75.00 banking fee 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 HKD200 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 fees are charged.)

OR Please find enclosed my Entry Fee in the form of a cheque for HKD200, 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 HKD200 by means of a direct deposit to "Proverse Hong Kong" ac number 808-459341-292 at HSBC, No. 1 Queen's Road Central, Hong Kong, SAR, China.

By signing this Entry Form, I hereby confirm that the information above is true and correct and that my Entry to The Proverse Prize 2011 is made in response to the invitation to compete for The Proverse Prize for unpublished non-fiction, fiction or poetry (2011) issued by Proverse Hong Kong as Proverse Prize Administrators and I agree to be legally bound by The Terms and Conditions dated 10 March 2011 set out below and I agree to each and every provision in this entire document dated 10 March 2011 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 2011 for submitting Entry Forms /Entry Documents and Entry Fees.

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 WORK IS NOT A TRANSLATED WORK.

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**IF THE ENTERED WORK IS A TRANSLATED WORK PLEASE CONTINUE BELOW**

**TRANSLATOR'S INFORMATION**

*(Only applicable if the Entered Manuscript is a translation into the English language.)*

**PLEASE STRIKE OUT THIS COMPLETE SECTION IF THIS IS NOT A TRANSLATION INTO THE ENGLISH LANGUAGE.**

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).
- 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**

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**E THE PROVERSE PRIZE FOR UNPUBLISHED NON-FICTION, FICTION OR POETRY.
TERMS AND CONDITIONS 2011
10 March 2011**

**E THE PROVERSE PRIZE FOR UNPUBLISHED NON-FICTION, FICTION OR POETRY.
TERMS AND CONDITIONS 2011 (10 March 2011)**

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".
5. "Entering for The Proverse Prize" means submitting a) an Entered Manuscript and b) Entry Form/ Entry Documents and c) Entry Fee.
6. "Entry" means the Entered Manuscript and Entry Form/ Entry Documents and Entry Fee taken together.
7. "Entry Documents" means both the Entry Form (Section D) and the 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 Long-List, Short-List, Winner and/or Joint-Winners 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 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 Proverse Hong Kong: The decision of Proverse Hong Kong in relation to each and every matter entrusted to them is final. No correspondence can be entered into about the decisions of Proverse Hong Kong.

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 between: 14 April to 31 May annually.

H: Entered Manuscripts will be received between: 1 May to 30 June annually.

I: Processing of Entry Forms / Entry Documents: Entry Forms / Entry Documents, containing Entrants' names and email address 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 at the place designated by the Administrators of The Proverse Prize no earlier than the first date for the receipt of Entered Manuscripts and 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.

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 ranges are advisable: novel, short-story collection, non-fiction (e.g. autobiography, biography, diary, essay collection, journal, letters, memoir, etc.) -- 80,000 to 110,000 words; novella -- 35,000 to 50,000 words; poetry collection -- 8,000 to 30,000 words.

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 above and/or by virtue of their signature at the end of the Terms and Conditions 2011.
2. Proverse Hong Kong reserves the right 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".
4. If the Judges recommend two best Entered Manuscripts for The Proverse Prize which includes publication by Proverse Hong Kong and if Proverse Hong Kong accepts both for publication, the cash award will be shared equally between the two Awardees. Each such Awardee will be termed, "Joint-Winner of The Proverse Prize".
5. If the Judges recommend two best Entered Manuscripts for The Proverse Prize which includes publication by Proverse Hong Kong and if Proverse Hong Kong accepts 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 Proverse Hong Kong and (b) Only the one best Entered Manuscript accepted for publication by Proverse Hong Kong will be termed "Winner of The Proverse Prize".
6. Publication may be awarded as a Supplementary Prize or prizes. According to their decision in any year, the Judges may recommend that Proverse Hong Kong 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 10 March 2011 above and/or by virtue of their signature at the end of the Terms and Conditions 2011. Proverse Hong Kong 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 Long-List, as well as the private announcement made to Author-Entrants themselves of any Entered Manuscript not on the Long-List which is recommended for a Supplementary Prize (if any), the Administrators will pass the long-listed Entered Manuscripts as well as any Entered Manuscripts recommended for a Supplementary Prize to the Editorial Team at Proverse Hong Kong and then the Editorial Team at Proverse Hong Kong 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 Proverse Hong Kong Editorial Team. After allowing a set period for the receipt of such updated files, the Editorial Team will send such updated files, together with their comments, to The Proverse Prize Administrators.
8. Short-listed Entered Manuscripts not awarded a prize as Winner or Joint-Winner of The Proverse Prize or a Supplementary Prize (if any) will be passed to Proverse Hong Kong to consider for publication as part of the normal publication programme of Proverse Hong Kong.
9. Long-listed Entered Manuscripts not awarded a prize as Winner or Joint-Winner of The Proverse Prize or a Supplementary Prize (if any) may be passed to Proverse Hong Kong to consider for publication as part of the normal publication programme of Proverse Hong Kong, according to the standard in any year.
10. Selections from Entered Manuscripts may be included in a Proverse Prize Anthology published by Proverse Hong Kong. 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 11 March 2011 above and/or by virtue of their signature at the end of the Terms and Conditions for The Proverse Prize 2011.

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 Proverse Hong Kong 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), Proverse Hong Kong has 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 Proverse Hong Kong or if the Judges recommend such a non-Entered Manuscript for the award of publication by Proverse Hong Kong 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 Proverse Hong Kong, 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 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 Proverse Hong Kong Editors / Editorial Team and/or any representative of Proverse Hong Kong must be strictly adhered to by Author-Entrants. 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 Proverse Hong Kong is eligible.
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 Proverse Hong Kong 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 an unpublished publishable work of non-fiction, fiction or poetry, the original work of the Author-Entrant, and written in the English language. Any Entered Manuscript which is not an unpublished publishable work of non-fiction, fiction or poetry, the original work of the Author-Entrant, and written in the English language is ineligible.
2. Mixed-genre submissions (e.g. poetry and essays) by a single Author-Entrant would not be ruled out.
3. School textbooks and plays should not be entered and are ineligible.
4. 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) is eligible and should be entered by the Author-Entrant.
5. Accepted for publication by Proverse Hong Kong.
 - a) An Entered Manuscript that has already been accepted for publication by Proverse Hong Kong (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 Proverse Hong Kong (i.e. with a signed agreement in place) before the closing date for the receipt of Entered Manuscripts is ineligible as an Entered Manuscript.

6. 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.
7. Previous Winners of Other Prizes: An Entered Manuscript which has previously won any other prize is ineligible.
8. Submission to other publishers: An Entered Manuscript which is currently under consideration for publication by a publisher other than Proverse Hong Kong may be ineligible.
9. 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.
10. 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 Long-List:
 - 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.
11. Translated work:
 - a) If the Entered Manuscript is a translation from a language other than English, both the original and the translation should be previously unpublished.
 - 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 obtain the Translator's signature on the Entry Form.
 - c) Proverse Hong Kong 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) Proverse Hong Kong 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.

T: Warranty and Indemnification

1. The Author-Entrant warrants to The Proverse Prize Administrators and Proverse Hong Kong that he/she is the holder of the copyright of the Entered Manuscript including any illustrations including but not limited to photographs, diagrams, etc. entered as an intrinsic part of the Entered Manuscript, that the Entered Manuscript is original, has not been published in volume form anywhere in the world and is in no way whatever an infringement of any existing copyright and that it contains nothing obscene, indecent, libelous or defamatory, 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 Proverse Hong Kong 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 Proverse Hong Kong on the advice of counsel to compromise or settle any claim) occasioned to The Proverse Prize Administrators and/or Proverse Hong Kong 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 obscene, indecent, libelous or defamatory matter or 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 Proverse Hong Kong, Proverse Hong Kong Proprietors and employees, The Proverse Prize Administrators, The Proverse Prize Judges, The Proverse Prize Honorary Advisors, any and all sponsor(s) of The Proverse Prize and/or Proverse Hong Kong and the administrator(s) of any and all sponsor(s)

of The Proverse Prize and/or Proverse Hong Kong, 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 Proverse Hong Kong against any loss, injury or damage (including any legal costs or expenses and any compensation costs and disbursements paid by Proverse Hong Kong on the advice of counsel to compromise or settle any claim) occasioned to The Proverse Prize Administrators and/or Proverse Hong Kong 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 HKD200 or GBP30.
2. These sums are not intended to be exchange equivalents of each other, but reflect varying administrative costs.
3. If the Entry Fee /bank fee payable (if any) is 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 will not be returned or refunded.
5. If either or both a) an Entry Form / Entry Documents and b) Entry Fee is correctly received by the relevant deadline but no related Entered Manuscript is correctly received by the relevant deadline, the Entry Fee will not be returned or refunded.
6. If an Entered Manuscript is withdrawn, the related Entry Fee will not be returned or refunded.

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

1. Normally, acknowledgement will be made by email message, as soon as possible after the closing date for receipt of Entry Forms / Entry Documents and related Entry Fees and/or proof of payment of Entry Fees (*as appropriate*).
2. Please supply your email address with each Entry Form.
3. If you do not supply a legible email address, we regret that we cannot acknowledge your Entry.

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

AA: Long list, Short list 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 Long-Listed authors (semi-finalists), Short-Listed authors (finalists), the name of the Winner / Joint-Winners of The Proverse Prize and the names of Supplementary Prize Awardee(s) (if any) may be posted on the Proverse Hong Kong / 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 Long-Listed and/or Short-Listed Author-Entrants and/or Entrants recommended for a Supplementary Prize (if any) and the Judges of The Proverse Prize will be entertained, if initiated by the Author-Entrant(s).
 - a) Any such communication initiated by the Author-Entrant(s) may result in the disqualification of the Author-Entrant(s) concerned.
2. Except as permitted elsewhere in these Entry Documents, no communication between Long-Listed and/or Short-Listed Author-Entrants and/or Entrants recommended for a Supplementary Prize (if any) and Proverse Hong Kong and/or the Administrators of The Proverse Prize will be entertained, if initiated by the Author-Entrant(s).
 - a) Any such communication initiated by the Author-Entrant(s) 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 Long-Listed Entered Manuscripts, both for the personal use of Author-Entrants and for the benefit of the public.
2. The 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 Long-Listed (semi-finalists), Short-Listed (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.
2. If you have received no email message and/or email attachment, please consult the Proverse Hong Kong website for the results in the above categories. <www.proversepublishing.com>

EE: Ongoing news about The Proverse Prize

1. We 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 by Proverse Hong Kong (Proverse Publishing), 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 Proverse Hong Kong Proverse Publishing 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 placed on the Long List 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.
 - e. Please label (i) the biographical files and (ii) the photograph as follows:

(i) BIOGRAPHICAL FILES	(ii) PHOTOGRAPH
[YourSurname_YourFirstname_]200.doc (NB NOT in .docx format)	f. [YourSurname_YourFirstname].jpg
[YourSurname_YourFirstname_]500-750.doc (NB NOT 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.

GG: Return of publicity materials:

1. Proverse Hong Kong regrets 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 long-listed 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) Ordinance of the Laws of Hong Kong.

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 purpose.

JJ: Return of Entered Manuscripts:

1. Proverse Hong Kong regrets 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 will do their best to make arrangements to attend a presentation ceremony in Hong Kong.
2. The Administrators of The Proverse Prize make no offer (a) to make these arrangements for Awardees or (b) to finance any and/or all expenses incurred by Awardees in attending the 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 will be issued with an invitation to attend the presentation ceremony once the date of the planned event is finalized.

LL: Acknowledgement: An Awardee 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.

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. 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)).
2. The page should be set at A4 size, with all margins one inch.
3. Please do not add fancy formatting.
4. Please do not set any grid.
5. 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.
6. All Entered Manuscripts should include a Table of Contents (including page numbers), particularly Poetry Collections, Short Story Collections, Essays.
7. Since the Judges will consider whether or not to recommend publication of the best Entered Manuscript / best two Entered Manuscripts / other excellent Entered Manuscripts to Proverse Hong Kong, excellent presentation of the Entered Manuscript (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.)
8. Please submit, at the same time, a) two copies of a print-out (preferably single-sided but may be double-sided to save postage costs, regular size; not reduced), and b) two CDs, each containing the same soft file as that in each of the two print-outs, each CD to be labeled with the name of the Entered Manuscript only (NOT the name of the Author-Entrant or the Translator (if any)).
9. Please check that you have successfully copied the file to each of the two CDs.
10. The print-outs and CDs will be used within the context of The Proverse Prize.

OO: Presentation of the Entered Manuscripts: Technical: PROSE:

1. The Entered Manuscript should be word-processed in Word format in Times New Roman, 12 point font size and double-spaced. The file should be a .doc file and not a .docx file.
2. Please do NOT leave a line space between paragraphs, but indent the first line of each paragraph 0.3 of an inch

PP: Presentation of the Entered Manuscripts: Technical: POETRY:

1. The Entered Manuscript should be word-processed in Word format in Times New Roman, 12 point font size and single-spaced.
2. The file should be a .doc file and not a .docx file.
3. Please leave a line space between verses (if any).
4. Please do not set any grid.

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. "Distributors" means the Chinese University of Hong Kong Press who distribute in Hong Kong and overseas from Hong Kong and Christine Penney in the United Kingdom who distributes in the United Kingdom and overseas from the United Kingdom or their successors as the case may be as well as any other territory-specific distributor who may be appointed in due course.
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. "Published Work" means an Entered Manuscript / a Non-entered Manuscript (as defined in A:7 above) after it has been prepared for publication and published as so prepared.

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

1. By virtue of entering for The Proverse Prize and/or by virtue of signing the Entry Form dated 10 March 2011 above and/or by virtue of signing at the end of the Terms and Conditions for The Proverse Prize 2011, Author-Entrants assign to The Publishers during the legal term of copyright including any renewals and extensions thereof the present and future copyright in the Entered Manuscript throughout the world, including all languages and including the first and all subsequent editions of the Entered Manuscript in printed, digital, electronic, audio or any other form including in any 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. 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. 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).
2. After the public announcement of the Long-List, Author-Entrants who are not long-listed (semi-finalists) may write to the Administrators at their Hong Kong address, enclosing a self-addressed envelope and two International Reply Coupons, 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:1 (above) and are free to offer their Entered Manuscript for publication to whomever they choose (including to The Publishers).
3. After the public announcement of the Short List, Long-Listed Author-Entrants who are not short-listed (finalists) may write to the Administrators at their Hong Kong address, enclosing a self-addressed envelope and two International Reply Coupons, 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:1 (above) and are free to offer their Entered Manuscript for publication to whomever they choose (including to The Publishers).
4. After the public announcement of the Winner or at most two Joint-Winners of The Proverse Prize, Short-Listed Author-Entrants whose Entered Manuscript has not been announced as the Winner or Joint-Winner, may write to the Administrators at their Hong Kong address, enclosing a self-addressed envelope and two International Reply Coupons, 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 paragraph SS:1 (above) and are free to offer their Entered Manuscript for publication to whomever they choose (including to The Publishers).
5. 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 and two International Reply Coupons, 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 paragraph SS:1 (above) and are free to offer their Entered Manuscript for publication to whomever they choose (including to The Publishers).

6. 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 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 10 March 2011 above and/or by virtue of signing at the end of the Terms and Conditions for The Proverse Prize 2011, Author-Entrants also assign to The Publishers the right to publish in any language an extract from the Entered Manuscript 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 in case but only in case of winning or sharing the prize or being awarded publication as a Supplementary Prize.

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

If for any reason The Publishers do not publish an Entered Manuscript which has been announced as the Winner or Joint-Winner 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 five years after the Public Announcement that such Entered Manuscript is the Winner or Joint-Winner of the Proverse Prize or the Winner of a Supplementary Prize, the assignments by the Author-Entrants of the Entered Manuscript or Entered Manuscripts concerned will lapse.

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

An Author-Entrant whose Entered Manuscript has been announced as the Winner or Joint-Winner of The Proverse Prize or as the Winner of a Supplementary Prize 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: Author-Entrant's right to request a review:

1. In the case of each Entered Manuscript which has been announced as the Winner or Joint-Winner of The Proverse Prize or as the Winner of a Supplementary Prize, ten years after the first publication date in the English Language of such Entered Manuscript, the Author-Entrant has the right 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 above and/or by virtue of signing at the end of the Terms and Conditions for The Proverse Prize 2011.
2. If the Author-Entrant 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 Author-Entrant does request such a review, the matters will be discussed further between the Author-Entrant and the Publishers.

XX: Publication (all 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.
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 WW:2 and WW:3, the Publishers will not be liable for any damages whatsoever.
5. Author-Entrants will retain their 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 of any part of their Entered Manuscript to be included in an anthology and of the publication of the anthology.

YY: Publication of Entered Manuscript(s) announced as Winner or Joint-Winner of The Proverse Prize or Winner of a Supplementary Prize (if any)

1. The Publishers reserve the right to publish Entered Manuscript(s) announced as Winner or Joint-Winner of The Proverse Prize or as Winner of a Supplementary Prize (if any) in the way that, in the professional judgement of The Publishers, seems best for the success and reception of the Entered Manuscript 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, 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 by Proverse Hong Kong

1. The Proverse Prize Administrators and/or Proverse Hong Kong may seek support and/or sponsorship to facilitate the publication by Proverse Hong Kong of any or all Entered Manuscripts which have been announced as Winner or Joint-Winner of The Proverse Prize or as Winner of a Supplementary Prize (if any); such support and/or sponsorship will be solicited either on behalf of Proverse Hong Kong or on behalf of the Author-Entrant as may be decided by the Administrators and/or Proverse Hong Kong in each case, and Author-Entrants agree to supply expeditiously to the Administrators if when and as required such additional information as may be needed for seeking such support or sponsorship and Author-Entrants 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 Proverse Hong Kong of any or all Entered Manuscripts which have been awarded a prize as Winner or Joint-Winner of The Proverse Prize or as a Winner of a Supplementary Prize (if any), Proverse Hong Kong will determine and control the spending of the funds and make and submit any report that is required by the awarding individual or body; such report will be submitted either on behalf of Proverse Hong Kong or on behalf of the Author-Entrant as appropriate to each case as may be determined by Proverse Hong Kong.

P: Seeking support and/or sponsorship to facilitate publication of non-Entered Manuscripts by Proverse Hong Kong

1. The Administrators and/or Proverse Hong Kong may seek support and/or sponsorship to facilitate the publication by Proverse Hong Kong of any or all non-Entered Manuscripts which have been awarded a prize as Winner or Joint-Winner of The Proverse Prize or as Winner of a Supplementary Prize (if any); such support and/or sponsorship will be solicited either on behalf of Proverse Hong Kong or on behalf of the Author of the non-Entered Manuscript as may be decided by the Administrators and/or Proverse Hong Kong in each case, and Authors of such non-entered Manuscripts agree to supply expeditiously to the Administrators if when and as required such additional information as may be needed for seeking such support or sponsorship and Authors of such non-entered Manuscripts 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 Proverse Hong Kong of any or all non-Entered Manuscripts which have been awarded a prize as Winner or Joint-Winner of The Proverse Prize or as Winner of a Supplementary Prize (if any), Proverse Hong Kong will determine and control the spending of the funds and make and submit any report that is required by the awarding individual or body; such report to be submitted either on behalf of Proverse Hong Kong or on behalf of the Author of the non-Entered Manuscript as appropriate to each case as may be determined by Proverse Hong Kong.

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 Entered Manuscript published by The Publishers, 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 Entered Manuscript 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 Entered Manuscript published by The Publishers, 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 For Publication Of Entered Manuscripts

1. The Publishers will contact Author-Entrants whose Entered Manuscripts are to be published by The Publishers in connection with finalizing the work for publication.
2. The Author-Entrant will read any comments of the Judges and of The Publishers' Editor 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. Author-Entrants acknowledge that The Publishers have both a house style and editorial policies and understand and agree that editorial decisions will prevail.
4. The Author-Entrant 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 in any case will complete his/her responses no later than within three months after the Editor first contacts him/her.
5. If the Author-Entrant 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. The Author-Entrant hereby consents and authorizes the Publishers' Editor to carry out such editing without reference to him/her.

CCC: Competing Works

An Author-Entrant who wins or shares The Proverse Prize or who is awarded publication as a Supplementary Prize 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 Entered Manuscript.

DDD: Author-Entrant's new works:

1. The Author-Entrant will offer any 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 the Author-Entrant, not published by The Publishers, 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 the Author-Entrant does not own the copyright of any illustration which he/she provides to The Publishers as part of the Entered Manuscript or for inclusion in the Published Work, the Author-Entrant will inform The Publishers of this in a timely manner, i.e. when he/she sends the illustration as part of the Entered Manuscript or later when he/she sends it for possible inclusion in the Published Work.
2. The Author-Entrant 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, 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.

FFF: Permissions and permissions fees for Quotations from copyright works

1. The cost of permission fees for quotations from copyright works will be met by the Author-Entrant, 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 quotations 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.

GGG: Index: The reasonable cost of engaging an indexer, if an index is to be included in the Published Work, 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 Author-Entrant by registered mail or by pdf attachment, as may be agreed between the Author-Entrant and The Publishers.
2. The Author-Entrant will immediately confirm the safe arrival of the proofs to The Publishers by email message.
3. The Author-Entrant will inform The Publishers by email attachment within 21 days of any errors for correction, presenting any such errors in list form, giving page and line number references.
4. The Author-Entrant should additionally indicate any corrections on a hard copy of the proof (if a hard copy has not been delivered to the Author-Entrant by The Publishers, the Author-Entrant will print out at the Author-Entrant's own expense a hard copy for this purpose from any confidential pdf file of the proof which may have been supplied by the Publisher) and send the annotated proofs at the Author-Entrant's own expense to The Publishers' mailing address, The Publishers, 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 she sent the annotated proofs, the method by which she has sent them and the postal reference number if any.
5. If requested by the Publisher, the Author-Entrant will fax any pages with corrections to the Publishers at the Author-Entrant's own expense to Hong Kong Fax No. [INT+852+] 26880546.
6. If the Author-Entrant 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 Author-Entrant 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, any cost over this 5% will be met by the Author-Entrant.

III: Second Proofs

If The Publishers judge it necessary, a second set of proofs will be sent to the Author-Entrant 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 Author-Entrant 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 Author-Entrant 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 Author-Entrant 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 Author-Entrant shall provide The Publishers in separate soft files clearly labeled two descriptive texts of the Published Work 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.

LLL: Key Words

The Author-Entrant shall prepare a list of ten key words 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 Author-Entrant 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: Author-Entrant's Prepaid Pre-publication Copies

1. Some time before publication of the first edition of the Published Work in printed book form (not Print on Demand), the Author-Entrant will be sent a form to enable him/her to order from The Publishers and prepay for copies for his/her own personal use and not for resale a minimum of 10 and a maximum of 80 copies of the work at a discount of 20% from the Hong Kong published price.
2. These will be despatched, at one time, handling/packing/ post/carriage/delivery free, to a single Hong Kong address as supplied by the Author-Entrant, immediately after publication.
3. If the address is not in Hong Kong, handling, packing, posting /carriage / delivery to be paid by the Author-Entrant and the books will be sent by surface mail.
4. The Author-Entrant will pay the full cost in advance.

OOO: Post-publication Author-Entrant purchases

1. The Author-Entrant can buy further copies of the first edition of the Published Work in printed book form (not Print on Demand) from The Publishers at a discount of 20% from the Hong Kong published price while stocks last and will be responsible to pay for related packing and postage/ carriage/ delivery costs and may request an Author-Entrant's order form whenever he/she wishes to place a further order.
2. The Author-Entrant 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: Author-Entrant's copies

1. The Publishers will give each Author-Entrant whose Entered Manuscript is published by The Publishers in traditional printed book form two complimentary copies of any first publication in traditional printed book form (not Print on Demand).
 - a) If such an Author-Entrant attends the award ceremony and if the book is already published by that time, the copies will be handed over to the Author-Entrant 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 eight copies of any first publication in printed book form (not Print on Demand) of each Entered Manuscript published by The Publishers in traditional printed book form (not Print on Demand).
2. Each Author-Entrant whose Entered Manuscript is published by The Publishers will be given the opportunity to suggest to The Publishers appropriate names and addresses where the 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 Author-Entrant to give all possible publicity leads, contacts and ideas, suggested marketing and sponsorship ideas whether by means of a form or otherwise. The Author-Entrant will supply this information conscientiously, expeditiously, and to the best of his/her ability.
3. The Author-Entrant 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 Author-Entrant's travel and subsistence costs in such promotion and publicity of the Published Work are to be borne by the Author-Entrant. (NOTE: The Publishers do not include long haul international air-travel or hotel accommodation under the description of "reasonably".)
4. If the Author-Entrant does not wish to be involved in promotion and publicity, 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: 10% of net revenue to the Author-Entrant and 90% 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 Author-Entrant 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 Author-Entrant will be borne by the Author-Entrant.
6. The Author-Entrant will remit to the Publisher 70% 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 30% of this fee to the Author-Entrant.

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

Transactions in currencies other than Hong Kong dollars will be converted into Hong Kong dollars for the sake of calculating royalty and any other payments to the Author-Entrant.

VVV: Payments or remittances between The Publishers and the Author-Entrant

1. Payments or remittances from The Publishers to the Author-Entrant will be calculated in Hong Kong dollars.
2. Payments or remittances from The Publishers to the Author-Entrant may be made by direct deposit to a Hong

Kong bank account nominated by the Author-Entrant or by telegraphic transfer to a bank account nominated by the Author-Entrant. The Publishers will bear the cost of any payment or remittance by The Publishers to the Author-Entrant.

3. In each and every case, The Publishers will advise the Author-Entrant separately of the details of the payment or remittance.
4. If the sum to be paid or remitted is less than HKD1,000 at any one time, the sum will not be remitted until such time as the sum to be paid or remitted is at least HKD1,000.

WWW: Payments or remittances between the Author-Entrant and The Publishers

1. Payments or remittances from the Author-Entrant 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 Author-Entrant to The Publishers should be in Hong Kong dollars.
3. The Author-Entrant will bear the cost of any payment or remittance sent by the Author-Entrant to The Publishers.
4. In each and every case, the Author-Entrant will advise The Publishers separately of the details of the payment or remittance.
5. If the sum to be paid or remitted is less than HKD1,000 at any one time, the sum will not be remitted until such time as the sum to be paid or remitted is at least HKD1,000.

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 Author-Entrant whose Entered Manuscript is published by The Publishers royalties on the Publisher's net receipts from sales of the printed book by The Publishers' distributor(s) as follows:
2. Nil on the first 220 copies,
3. 10% of the Publisher's net receipts from sales of the printed book by their distributor(s) of copies 221 to 5,000,
4. 15% of the Publisher's net receipts from sales of the printed book by their distributor(s) of copies 5,001 and above.
5. No royalties shall be paid on copies of the Work given away to the Author-Entrant or in the interests of the sale of the Work including review copies, copies lost through theft or damaged or destroyed in transit or otherwise.
6. No royalties shall be paid on copies sold to the Author-Entrant at an Author-Entrant's discount.
7. 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.
8. **For any second and/or any subsequent printed editions**, the royalty schedule will be the same as for the first printed edition.

ZZZ: Accounts

1. Based on the most current information supplied by their distributor(s), The Publishers shall make up accounts at 31 December annually and shall render such accounts and pay all monies due to the Author-Entrant by the succeeding 1 April respectively, beginning a minimum of twelve months after publication.
2. Following the Publishers' receipt of payment for sales of the printed book by their distributor(s) for the first 220 copies, a statement will be provided to the Author-Entrant when receipts from sales of copies 221 and onwards during each relevant accounting period exceed HK\$2,000.
3. The cost of remitting funds will be deducted from the total royalties.
4. 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 Work 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 print-run of the first edition. The Publishers will pay the cost of preparing any such print-on-demand edition for publication and publishing it if it is additional to a first-edition print-run.
2. If The Publishers have no plan to publish the Work as print-on-demand themselves or through a third party, the Author-Entrant may request The Publishers to prepare and publish a print-on-demand edition at any time before or after the publication of the first edition of the Work. In this case, the Author-Entrant will pay in advance the cost as advised by The Publishers of preparing and publishing the print-on-demand edition. The Publishers have the right to determine the timing of such a print-on-demand publication.
3. Any print-on-demand edition will be included in The Publishers' catalogue as soon as possible.
4. Information about any print-on-demand version will be included in The Publishers' web-site as soon as possible.
5. Subject to the terms and conditions set out in this Agreement, royalties on any print-on-demand version except an edition published following the Author-Entrant's request, will be as follows:

6. Nil for the first 250 copies.
7. On the Publisher's net receipts from sales of copies 251 to 500: 5%.
8. on the 501st and subsequent copies up to 1,000 sold: 7.5% of the Publishers' net receipts.
9. on the 1001st and subsequent copies up to 5,000 sold: 10% of The Publishers' net receipts.
10. on the 5,001st copy and subsequent copies sold: 15% of The Publishers' net receipts on sales.
11. If the Author-Entrant has requested the print-on-demand edition and paid the cost as advised by The Publishers of preparing and publishing the print-on-demand edition, royalties will be 20% of the Publisher's net receipts from sales after payment for sales of 250 copies has been received by The Publishers.

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 Author-Entrant may request The Publishers to prepare an ebook edition and publish it. In this case, the Author-Entrant 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 Author-Entrant.
3. Any ebook version will be included in The Publishers' catalogue as soon as possible.
4. Information about any ebook version will be included on or from The Publishers' web-site as soon as possible.
5. 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 250 copies has been received by The Publishers.
6. Royalties on ebooks sold by other agencies will be as follows: 20% of The Publishers' net receipts after payment for 250 copies of such ebooks has been received by The Publishers.

CCCC: Royalties from serial rights and other subsidiary rights

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 Author-Entrant 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 payments to the Author-Entrant on sales of such translated printed book through its distributors taken together:
4. Nil on the first 500.
5. After payment for a total of 500 copies has been received by The Publishers from their Distributors (i.e. 500 in all, not 500 by each distributor), on sales of the 501st copy and subsequent copies up to and including the 1,000th of the first edition of the printed book sold: 7.5% of the Publishers' net receipts.
6. on the 1001st and subsequent copies up to and including the 5,000th of the printed book sold: 10% of The Publishers' net receipts;
7. on the 5,001st copy sold and above: 15% of The Publishers' net receipts
8. No royalties shall be paid on copies of the Published Work given away to the Author-Entrant or in the interests of the sale of the Published Work including review copies, copies lost through theft or damaged or destroyed in transit or otherwise.
9. No royalties shall be paid on copies sold to the Author-Entrant at an Author-Entrant's discount.
10. **For any second and/or any subsequent printed editions**, the royalty schedule will be the same as for the first printed edition.
11. **Translation Royalties Accounts:** Based on the most current information supplied by their distributor(s), The Publishers shall make up accounts for any such translation of the Published Work at 31 December annually and shall render such accounts and pay all monies due to the Author-Entrant by the succeeding 1 April respectively, beginning a minimum of twelve months after publication. A statement will be provided to the Author-Entrant only when royalties from sales during each relevant accounting period including royalties carried forward from previous accounting periods but not yet paid exceed HK\$2,000.

EEEE: 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 Proverse Hong Kong and not including revenue (if any) from advertising):

1. The Author-Entrant 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 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.

FFFF: Revised Editions

1. In order to keep the Published Work up to date the Author-Entrant shall, if called upon by The Publishers, edit and revise all editions 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 Author-Entrant 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 Author-Entrant or his/her executor(s) / administrator(s), such approval not to be unreasonably withheld, and may deduct the expense thereof from royalties due to the Author-Entrant.

GGGG: Publishers' website address The Publishers will keep the Author-Entrant 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.

HHHH: Author-Entrant's website

1. With The Publishers' written permission, an Author-Entrant 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 Work) (which he or she will show to the Publishers before going live) on the Author-Entrant'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 Author-Entrant 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 Author-Entrant by The Publishers as soon as available for this purpose, on request.

IIII: Copyright Notice: The Publishers undertake to include copyright notices in all copies of the book published by them whether in printed or digital form.

JJJJ: Actions for Copyright Infringement:

1. It is agreed that if The Publishers consider that the copyright in the Entered Manuscript including in the Entered Manuscript as a Published Work has been infringed and wish to take legal proceedings, both parties 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 and 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 Author-Entrant and The Publishers.

KKKK: 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 Author-Entrant] 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 Author-Entrant 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 Author-Entrant's name on a title page or cover page or both.

LLLL: 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 courier service to The Publishers' office address and additionally as an email attachment to the Publishers' email address from the Author-Entrant 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 Author-Entrant. Termination shall be without prejudice to any claim which the Author-Entrant may have for monies due, or damages, or otherwise. New sub-licences will not be granted by The Publishers after the Author-Entrant has served notice of termination, without the Author-Entrant's approval.

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

MMMM: 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.

NNNN: 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 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.

OOOO: Acceptance: By virtue of submitting an entry for The Proverse Prize and/or signing the Entry Form dated 10 March 2011 above and/or at the end of the Terms and Conditions for The Proverse Prize 2011, Author-Entrants 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.

PPPP: Withdrawal: Author-Entrants shall not withdraw from the agreements they have made after submitting their Entered Manuscript.

QQQQ: 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, no revision will be made after the opening date for receipt of Entry Forms and fees 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 2011 is made in response to the invitation to compete for The Proverse Prize for unpublished non-fiction, fiction or poetry (2011) issued by Proverse Hong Kong as Proverse Prize Administrators and I agree to be legally bound by The Terms and Conditions 2011 set out above and I agree to each and every provision in this entire document dated 10 March 2011 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 2011 for submitting Entry Forms / Entry Documents and Entry Fees.

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 Name: _____

Witness's Email Address: _____

Date: _____ ~ ~ ENDS ~ ~