A. **Status:** Special Committee

B. **Composition and Tenure:**

The Committee consists of the Chair plus six members. The term of office for members is three years. The Chair serves for two years. He/she reports directly to the Chair of the National Student Awards Committee (ACS449), who is past Chair of the National Student Advisory Committee (ACS031). The Chair of A449.2 serves as a member of ACS449, the National Student Awards Committee.

One representative of the ASA Headquarters Office is an Ex Officio member of the Committee.

C. **Functions:**

1. To revise and prepare the annual call for entries, and to work with the Headquarters Office in the promotion and distribution of the call for entries.

2. To receive, at the appropriate time, all entries for the contest.

3. To evaluate all entries in the contest and score according to the rules in effect for that year.

4. To report results of the contest to the Chair of the National Student Awards Committee and to the Chair of the National Student Advisory Committee (ACS031).

5. To consider and take action on any special charges sent to the Committee by the ASA Board of Directors Executive Committees.

6. To make suggestions and/or recommendations to the National Student Advisory Committee (ACS031) regarding the Contest. These may be sent directly to the chair or through the Chair of the National Student Awards Committee.

7. To prepare and submit an annual report to the Society.

D. **Presidential Responsibilities:**

The ASA President:

1. Appoints new members to replace those whose terms expire and appoints the Chair of the Committee.

2. Cooperate with the committee in its activities, as appropriate or in response to need.

3. Receive and takes action directly, or by referring to the Executive Committees and/or Boards of Directors, as appropriate, all suggestions and/or recommendations for action from the committee.

E. **Description of Contest:**

The purpose of the Darrel S. Metcalfe Student Journalism Contest is to encourage and recognize writing by undergraduate students on topics relating to agronomy, crop science, and/or soil science. Written communication is a critical skill linked to career success. This contest is designed to give undergraduate students experience in the entire publication process, from conception through execution. This contest honors Dr. Darrel S. Metcalfe for his leadership and commitment to students, championing quality communication skills.
F. **Awards and Recognition**

Awards consist of honoraria and will be presented to up to three top entries at the committee’s discretion after determination of quality. Authors of the award-winning entries (up to 3) will receive complimentary one-year subscriptions to the journal *Natural Sciences Education*. The results of the contest will be announced and the awards will be presented at the SASES student awards program held during the ASA Annual Meetings. The winning manuscripts will be published in the journal *Natural Sciences Education* as non-peer reviewed papers.

G. **Eligibility of Contestants:**

1. All undergraduate students who are members of ASA, CSSA, and/or SSSA are eligible to enter the contest, except those who have won first, second, or third prize previously in this contest. Entries must be submitted prior to a student’s graduation.

H. **Contest Rules:**

1. A maximum of three entries can be submitted from one university. Institutions must hold a local elimination contest if local submissions exceed three.

2. Two Certification Sheets must be completed and submitted with each entry. The student certification sheet includes a checklist to help the student avoid disqualification of the entry. The second certification sheet must be signed by the faculty advisor. Revised entries will be returned to the faculty advisor for approval before submission for review and publication.

3. Each student is encouraged to consult faculty members for possible subjects for the entry, helpful hints on writing, where to obtain photographs and artwork, and so forth. Students need not take their own photographs or make their own finished drawings, but may choose to include them. If students select other photographs or artwork, they must make that selection entirely on their own. Papers written for a class can be used in the competition. Assistance may be obtained from someone else, provided they do not give editorial help. The manuscript can be reviewed *only once*. The review should be of a completed draft, may include comments and suggested revisions, but may not include any actual writing. If a paper was graded for a class, this constitutes one review and the manuscript may not be reviewed again. If the manuscript has not been previously reviewed for a class grade, the faculty advisor can provide one review. After the entry is completed and ready for competition as far as the student is concerned, the faculty advisor is to read the final version without comment and then immediately sign the certification sheet. At this point, the entry should be submitted to the contest. Typing, without change in the actually writing, may be done by someone else.

4. The entry may be written in the form of a lab report, popular press article, non-peer reviewed technical papers*, or professional trade publications as an article for a journal or magazine. The use of footnotes is not desirable; the use of subheadings is desirable. The type of paper and the audience you are addressing must be noted on the title page (e.g. “technical paper with audience of researchers, popular press article with audience of producers and county agents.”) Add any other pertinent information here. For example, “The research reported in this paper was part of a larger project, and data may be used again in reporting the results of that paper.”**

   a. *Technical submissions will differ from traditional peer reviewed research publications in that for the purposes of this contest, the writing must be that of a single author. An acknowledgment section and author contribution statement is required, but co-authorship is not allowed.

   b. **Careful consideration needs to be taken for submissions reporting undergraduate research results that are part of larger laboratory projects. The focus of this contest is the writing of individual undergraduate students, and the winners of the contest are required to publish the manuscript, as submitted. This format strictly prohibits the inclusion of co-authors. If published in one of the Society journals, the work may be cited by later efforts aimed at publishing the larger research effort, however winning submissions published as part of this contest cannot add co-authors for the final publication.
5. Each manuscript must be an original effort by **one author**. General worth is important; the topic should be newsworthy, something with freshness, and contain information valuable to farmers and farm advisors in the U.S.

6. Manuscripts must be typed, double spaced, and a maximum length of eight pages, with three to five pages of text. Margins must be a minimum of 2.5 cm (1 inch) on all sides, and 12-point font should be used. Title pages, tables, illustrations, and captions are not counted as text and should be on separate pages. Manuscripts with more than five pages of text or longer than 8 pages total will be disqualified. The title page must give the name of author, university, title of the entry, the words, "Darrell S. Metcalfe Journalism Contest", the intended audience, and the year.

7. At least one, and preferably more, digital photographs, tables, graphs, or line drawings (or combination thereof) that illustrate the subject matter of the manuscript, **must be included**. (See item 4 above regarding permissible assistance). The photographs, graphs, and/or drawings must be at least 300 dpi.

Line drawings must be original or digital images with the same minimum image quality requirements as photographs. All lettering should be at least 8 point. Authors may have an artist prepare the finished artwork from the author's initial rough sketch. All illustrations that are not the original work of the author must be properly cited, with permission granted as appropriate.

10. **Deadline.** Entries must be submitted by the deadline date or will be disqualified.

11. **Disqualification.** An entry will be disqualified if:

   a. It is submitted after the deadline,
   b. It consist of more than five pages of text in length, or longer than eight pages in total length
   c. It is missing a title page and/or certification sheet (rules 3 and 8),
   d. It has no illustrations (rule 9),
   e. Student author is not a current member of ASA, CSSA and/or SSSA as of the contest deadline,
   f. Student author does not agree to publish in the journal *Natural Sciences Education*.

Penalties will be assessed against entries that do not conform to other rules, but they will not be disqualified.

12. **Selection of winning entry and publication.** All qualified entries will be reviewed by this committee using the scoring metric outlined below. The decision of the committee is final. The committee can revise the number of awarded prizes based on the number of submissions or quality of submissions. Should a winning entry subsequently be disqualified, the committee will decide whether to award the prize to another submission. Because the purpose of this contest is to encourage and recognize writing by undergraduate students, all winning manuscripts will be published in *Natural Sciences Education* as non-peer reviewed papers. Entries that cannot be published as submitted for the contest, for whatever reason, will be disqualified.

I. **Scoring:**

Entries will be rated, according to the criteria in below, by all appointed members of this committee. Feedback and scores from judges may be shared with the contestants at the discretion of the committee chair.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Content. ............................................. 40</td>
</tr>
<tr>
<td></td>
<td>Appropriateness of the topic to its intended audience (10), accuracy (10), quality and originality (10), and conclusions (10)</td>
</tr>
</tbody>
</table>
2. Readability ........................................... 25
   Clarity (10), spelling and punctuation (5), sentence structure (5), paragraph structure (5).

3. Organization ........................................ 15
   Material should be presented in logical order that is easy for readers to follow, paragraphing should be concise and unified

4. Photographs, graphs, tables or Illustrations........ 10
   (must have at least one) quality, appropriateness for the article with meaningful captions. Must be properly cited with permission granted as appropriate

5. Identification of sources ...................... 5
   Statements of facts and use of data from research sources should be acknowledged by naming or referencing the source within the text of the article. A complete list of references should be included at the end of the article.

6. Neatness ............................................ 5
   Care in typing, quality of photocopies, general overall appearance of the paper

Total: 100 points
Student Certification:

DARREL S. METCALFE JOURNALISM CONTEST CERTIFICATION SHEET
(Student)

Name of Student__________________________________________________________

Last                        First                        Middle

School______________________________________________________________

Unless all six of the boxes below are checked by the student and/or the student club advisor, the essay will be disqualified.

This Essay:

(____) Was mailed before Midnight of Deadline date (Address on other side of this sheet.) (___)
(____) Has no more than five (5) pages of text.
(____) Has a complete title page.
(____) Has at least one (1) illustration, photograph and/or drawing.
(____) I am a current member of ASA, CSSA, or SSSA
(____) If selected as a winner, I agree to allow publication of my entry in the format submitted and judged in this contest, after any required editorial changes.

I hereby state that the accompany manuscript is my own work. Once I started the actual writing of it, I was given no help in the way of editing, scientific review, selection of photos, or any of the other criteria specifically forbidden by the Contest Rules. I further state that I am a member of my local SASES affiliated Club.

________________________________________
Signature of Student

############################################################

Faculty Certification:

DARREL S. METCALFE JOURNALISM CONTEST CERTIFICATION SHEET
(Faculty)

The accompanying entry was written specifically for entry in the current year's Darrell S. Metcalfe Student Journalism Contest. If it was also submitted as a part of a class assignment, the grading was done only after the local contest judging and no changes were made or allowed to be made in the manuscript as a result of the grade or critique received.

I certify that the above-named student is in good standing in our university and qualified to compete in extracurricular activities, such as the Darrell S. Metcalfe Student Journalism Contest. This manuscript was completed and submitted while the author is (was) an undergraduate student.

To the best of my knowledge, no help was given to this student, once the actual writing of the manuscript had begun.

________________________________________
Signature of Advisor