

Submission of entries

The average intake each day is about 80; the record of 502 (an easier numerical was one of the two current) is unlikely to be approached these days.

For subsequent handling, checking, prize-drawing, record updating and archiving, the checker finds it easier if a neat stack is formed. Thus each day is created a large pile of offcut paper (worn-out scissors being replaced as necessary).

Much of this offcut could be avoided if:

- Entries from the newspaper are cut to about 1mm around the grid and address panel into a rectangle (including the prize details), excluding the puzzle's heading, title, preamble and clues;
- Netprint entries from The Times Crossword Club facility are similarly treated (i.e. NOT a full A4 sheet) AND THE GRID IS NOT ENLARGED;
- Folding of the entry is minimised. If it is necessary, a bisecting fold is much preferred: thin edge folds are particularly awkward and are liable to mutilation when envelope is opened with a standard table knife;
- Window envelopes (including recycled) are not used: the window is unsuitable for recycling with standard envelopes so has to be cut out.

No entry

It is really helpful if solvers who might reasonably expect to appear on the 'more successful' list confirm any missed puzzle (NOT JUST THE FIRST) with a subsequent entry. Unexpected or unconfirmed gaps will usually be queried (at the checker's expense) to avoid disappointment.

Late entries

Solvers are reminded that potential late entries, due to holidays etc, **must** be alerted in advance, with an earlier entry or otherwise. Those not so alerted, and not evidentially delayed in the post, **will not be included in the year's statistics**. Acceptance of late entries for other reasons (forgot to post / dog ate original, etc) will be subject to the discretion of the checker and the credibility of the solver's excuse.

Multiple entries

Two entries may be included in one envelope, but must arrive by the closing date of the earlier puzzle. Both puzzle numbers should be inscribed on the envelope address. It is not necessary to use separate enclosed envelopes for each puzzle but solvers may do so if they wish.

Prizes

Currently prizes are dispatched by the publishers to the winners, whose details are provided to them. In the event of a prize not being received within a reasonable time of its announcement, queries should be directed to the crossword entry address or by email to prizes@listencrossword.com.

Thanks

Thanks are as usual due to solvers sending personal or general Christmas cards and those sending used stamps (little and often preferred), all passed to charity.