Submission of entries

To ease handling, checking (in armchair or pub), prize drawing, record updating and archiving, entries are cut to a uniform size. This produces a **large** quantity of offcut waste each day.

Entries from newspaper

These are cut leaving a 1mm border at top and bottom (under name and address) and along the vertical lines separating the puzzle from adjacent columns. Thus results a rectangle **including** the submission and prize details but **without** title/heading, preamble, clues or any other part of the page.

Netprint entries

Unfortunately, these are bigger than the newspaper grid. Best is to cut to 1mm around the top and sides of the grid, again **excluding** title/heading, preamble and clues but for these, also excluding the submission and prize details. Hence name and address should be placed within the width of the grid. Dummy newsprint cut-outs (in increasing numbers) are maintained to be included in the prize draw to ensure fairness and randomness.

Folding

Following the above requests (**not** rules) should minimise the necessity to fold entries, but if still needed, a bisecting fold is far preferable to thin near-edge folds, as is the fold being at the bottom of the envelope to avoid excision when using a letter opener.

Double entries

Two entries may be sent together to arrive by the closing date of the earlier. **Both** puzzle numbers **must** please be inscribed on the envelope. Double entries folded together result in onerous extra handling; please fold (if necessary) separately, and **without** paper clips.

Late entries

Potentially late entries (holidays, etc) **must** be flagged in advance. Unalerted late entries will not be included in the annual statistics (except as a result of postal delays).

Prizes

Should solvers opt for an alternative prize, the choice should be inscribed within the submitted rectangle. Non-receipt of a prize within a reasonable time should be queried via prizes@listenercrossword.com or with the checker.

E-submissions

The (current) checker, having experienced e-submissions to other puzzles, which frequently appear dark sepia or grey and often illegible despite an expert receiver/tweaker, would not relish such entries, nor their associated costs in paper (all A4 needing cutting?), ink, potential down-time and having to computer-attend an average of 80 a day, often far more.

Thanks

Thanks are due to those sending personal or general Christmas cards, any puzzle comments (all passed unedited to setter(s) and vetters), those sending used stamps (little and often preferred; all passed to charity) and those following the above requests.