

## Instructions for Submitting Your Essays & Photos

**Please Read Instructions Carefully Before Submitting**

### General Guidelines for Submitting Your Essays and Photos

- The Competition is open only to final-year undergraduate students enrolled in an undergraduate program in Indonesia.
- All entries must be submitted to [competition@worldbank.org](mailto:competition@worldbank.org) by 1pm Jakarta time on October 24, 2016.
- All entries must be accompanied by the following three items:
  - 1) a signed Certification of Authorship (see below);
  - 2) a scanned copy of your student card; and
  - 3) a one-page CV.
- A submitted essay or photo with any one of the above three items missing will automatically be disqualified.
- All entries must include a Certification of Authorship signed by the author that acknowledges the following three statements are true:
  - 1) I am the author of the essay/photo submitted and any assistance received in its preparation is fully acknowledged and disclosed in the submission;
  - 2) I cited all sources from which data, ideas, or words that are copied directly or paraphrased in the submission were obtained; and
  - 3) I prepared the essay/photo for the stated purpose.
- Each student may submit one essay and/or one photo. However, each submission/email must contain only one essay or one photo.
- Entries must be original and unpublished. They may not be previously published, nor currently submitted elsewhere. Contestants must be prepared to certify this attestation on request.
- Entries that contain offensive language and contents of sexually explicit, nude, obscene, violent, race, religion, ethnic, and groups, as determined by the World Bank and the University of Indonesia, are ineligible for all categories of this contest.
- Enquiries should be directed to [kompetsiworldbankui@ui.ac.id](mailto:kompetsiworldbankui@ui.ac.id). No phone calls please.

### Specific Guidelines for Submitting Your Essays and Photos

#### Essay Submission

##### 1. Prepare your essay

- Please prepare your essay using the **Format Specifications** detailed below.
- Essay should address the overall theme

#### Photo Submission

##### 1. Prepare your photo

- Photos should be of the overall theme with a focus on one or more of the sub-themes listed.

with a focus on one or more of the sub-themes listed.

- Essay should be between 800 and 1000 words in Bahasa Indonesia, and must not exceed three A4 pages, excluding references.

## **2. Submit your essay as a PDF to [competition@worldbank.org](mailto:competition@worldbank.org)**

- Please clearly state “Essay Competition” on the subject line.
- If you do not have a PDF converter, please visit <http://www.freepdfconvert.com> to get your source file converted online at no cost.
- Submit only one essay. Submitting more than one essay may result in rejection of all essays submitted without consultation with the author.

## **3. How is your essay judged?**

- Your essay will be evaluated by a Panel of Judges based on the following criteria:
  - ✓ critical understanding of the status and progress of the public financial management reforms in Indonesia
  - ✓ clear and focused argument supported by research
  - ✓ flow of the logic
  - ✓ clarity of language
  - ✓ originality of ideas
  - ✓ contain human interest elements

- Each photo must be accompanied by a caption of 30-40 words, explaining why the photo is relevant to Public Financial Management.
- Contestants must obtain all necessary third-party releases (human subjects in the photographs, including parental/guardians’ approval for minors).

## **2. Submit your photo to [competition@worldbank.org](mailto:competition@worldbank.org)**

- Please clearly state “Photo Competition” on the subject line.
- Initial entries must be in JPEG format at a resolution of 800x600 pixels, either in portrait or landscape layout, and not more than 5MB in size. Shortlisted photos will need to be re-submitted in higher resolution.
- Entries can be in color or in black and white.
- No digitally or otherwise enhanced or altered photos. If the judges determine that a photographer has altered his/her photo, the photo will be disqualified.
- High-quality scan of non-digital pictures are accepted.
- Submit only one photo. Submitting more than one photo may result in rejection of all photos submitted without consultation with the photographer.

## **3. Caption**

- In addition to a caption of 30-40 words, explaining why the photo is relevant to Public Financial Management, the entries must also include information on:
  - ✓ Location: City/Village
  - ✓ Name of Location: for example, name of the health center, name of the public facility in the photo
  - ✓ Date the photo was taken

#### **4. Ineligible entries**

- Images taken more than one year prior to the beginning date of the Competition (September 12, 2016).

### **General Information of the Competition**

#### **Receive Notification**

- There will be six judges consisting of professors, government officials, and development partners.
- Notification will be sent by November 21, 2016.
- Only shortlisted essays and photos will be contacted. Please do not contact the organizers nor the sponsors.

#### **Winners and Prices**

- There will be 10 shortlisted essays, of which the Panel of Judges will select one winner, two runners-up, and three honorary mentions.
- There will also be 10 shortlisted photos, of which the Panel of Judges will select one winner, two runners-up, and three honorary mentions.
- Prices for the winners and runners-up will be in the form of travel grants:
  - Winners: Each will receive Rp10 million travel grant
  - Runners-up: Each will receive Rp5 million each travel grant
- All shortlisted essays will be translated into English and compiled into a bilingual mini-booklet for distribution at the Award Ceremony.
- All shortlisted photo captions will be translated into English and will be part of the bilingual mini-booklet for distribution at the Award Ceremony.
- The two winners and four runners-up will be contacted before the Award Ceremony to arrange for a video recording on his/her background and the inspiration behind the submitted essay.

#### **Award Ceremony**

- The Competition is organized by the World Bank in partnership with the University of Indonesia.
- The Competition is funded under the Public Financial Management Multi Donor Trust Fund (PFM MDTF) established at the World Bank. Donors of the PFM MDTF include the government of Canada, the European Union, and the government of Switzerland.
- The Award Ceremony is scheduled to be on December 1, 2016 at the Ministry of Finance, which will be attended by high-level government officials, representatives of the donors of the PFM MDTF, including the respective Ambassadors, the University of Indonesia, the World Bank, and the media.
- All shortlisted essays and photos will be on display at the Award Ceremony.

- The two winners, four runners-up, and six honorary mentions will be invited to attend the Award Ceremony with travels and accommodation provided by the sponsors of this Competition if they need to travel from outside of Jakarta.
- The winners will be interviewed on stage during the Award Ceremony.

## **Format Specifications for Preparing Your Essay with Author's Name and Affiliation**

Author's name  
Affiliation  
Expected Graduation Date: Month Year  
emailaddress@xxx.xxx  
Hp: xxxxxxxxxxx

### **1. Introduction**

All manuscripts must be in Bahasa Indonesia. These guidelines include complete descriptions of the fonts, spacing, and related information for producing your essays. Please follow them. If you have any questions, please direct them to [kompetisiworldbankui@ui.ac.id](mailto:kompetisiworldbankui@ui.ac.id). No phone call please. Only shortlisted entries will be contacted.

### **2. Formatting your paper**

Essays should be between 800 and 1000 words, about three A4 pages excluding list of references. All text must be kept within a print area of 16.51 cm wide by 22.51 cm high, with an all-around 2.54 cm margin. Do not write or print anything outside the print area. All text must be in a one-column format and fully justified.

### **3. Essay title**

The essay title (on the first page) should begin 3.49 cm from the top edge of the page, centered, and in 14-point Times New Roman, boldface type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word). Leave two 12-point blank lines after the title.

### **4. Author name(s) and affiliation(s)**

Author name and affiliation must be included after the essay title. Leave two 12-point blank lines after the author's information.

### **5. Second and following pages**

The second and following pages should begin 2.54 cm from the top edge. On all pages, the bottom margin should be 2.54 cm) from the bottom edge of the page for A4 paper.

### **6. Type-style and fonts**

Please use Times New Roman as the font for your essay.

### **7. Page numbers**

Please include page numbers in the lower right hand corner in 11-point Times New Roman.

### **8. Main text**

Type your main text in 12-point Times New Roman, single-spaced. Do not use double-spacing. All paragraphs should be indented approximately 0.5 cm. Be sure your text is fully justified—that is, flush left and flush right. Please do not place any additional blank lines between paragraphs. Please do not use any figures or tables in your essay.

## **9. Headings**

For example, “1. Introduction”, should be Times 12-point boldface, initially capitalized, flush left, with one 12-point blank line before, and one blank line after. Use a period (“.”) after the heading number, not a colon. Use headings sparingly.

## **10. Endnotes and References**

List and number all endnotes and bibliographical references in 9-point Times New Roman, single-spaced, at the end of your essay. When referenced in the text, use endnotes format for both references and endnotes with citation number in superscript, for example<sup>1</sup>. Where appropriate, include the name(s) of editors of referenced books:

<sup>1</sup> A.B. Smith, C.D. Jones, and E.F. Roberts, “Article Title”, Journal, Publisher, Location, Date, pp. 1-10.

<sup>2</sup> Jones, C.D., A.B. Smith, and E.F. Roberts, Book Title, Publisher, Location, Date.

## **11. Certification of Authorship**

All submissions must include a Certification of Authorship signed by the author that acknowledges the following three statements are true:

- 1) I am the author of the essay submitted and any assistance received in its preparation is fully acknowledged and disclosed in the essay;
- 2) I cited all sources from which data, ideas, or words that are copied directly or paraphrased in the essay were obtained; and
- 3) I prepared the essay for the stated purpose.

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Author’s Signature and Date