

Prepared Public Speaking Manuscript Guidelines

****Revised 2014**

Materials to be submitted by the date published on the Kansas FFA online calendar:

1. Ten (10) double-spaced, typewritten copies of the speech on 8 1/2" x 11" white paper.
 - a. Cover page including the speech title, participant's name, state and year.
 - b. Body of the manuscript must have 1" margins.
 - c. Font size must be 12 point using Arial or other sans serif font.
 - d. Follow most current APA style guide for developing references and bibliography.**
 - e. Do not bind, but place a staple in upper left corner.
 - f. Manuscripts not meeting these guidelines will be penalized.

2. A complete and accurate bibliography should be included in manuscript. All participants in the National FFA Prepared Public Speaking Career Development Event should give credit to others where any direct quotes, phrases or special dates are used in the manuscript, in order not to be guilty of plagiarism. The National FFA Board of Directors at the October 1960 meeting in Kansas City, Missouri adopted the following:

"A bibliography MUST be included as part of the public speaker's manuscript and direct quotes from any source of information must be marked in "quotes" on the manuscript and be identified in the bibliography. Failure to do so will automatically disqualify a participant. This applies to all events above the local level."

3. A penalty of 20 points (10% of available manuscript points) will be assessed by the judges scoring the manuscripts for not meeting the above guidelines. Manuscripts received that are postmarked later than the date published on the Kansas FFA online calendar will not be entered into the event and the speaker will be disqualified from speaking in the event.