

# ACF Packet Submission Checklist

*Updated September 30, 2019*

## Overall Formatting

- 10 point Times New Roman.
- One-inch margins.
- Saved as a .doc or .docx file, not .pdf or .txt.
- Filename saved as the following: “<Tournament Name> <Year> – <School Name> <Team Name or Letter>” (e.g. “ACF Regionals 2020 – Alaska A”).
- At the top: team name and list of authors.

## Question Formatting

- List all questions in order according to the half-packet/full packet distribution provided to your team.
- Title should be *in italics* or “in quotes,” depending on the type of work.
- Make sure each tossup's last sentence includes “for 10 points,” while each bonus leadin includes “for 10 points each”.  
NOTE: Always use “10” instead of “ten,” and do not use FTP or FTPE.
- Begin every part of the bonus, except the leadin, with “[10].”
- Begin every answerline with “ANSWER:” in all caps and with colon.
- Bold and underline** each acceptable answer. Underline, but do not bold, answers that are promptable but not acceptable. Answers that are neither acceptable nor promptable should be placed “in quotes” with no other formatting.
- Place alternate answers in square brackets, not parentheses – e.g. “[or **quizbowl**; accept **quizbowl**].”
  - Use “or” for alternative answers that are always outright true of the answer.
  - Use “accept” for alternative answers that are only true in the context of the specific question.