

# NITOC Script Submission Coordinator

*This document outlines a set of recommendations for this role at NITOC. Stoa has a commitment to high standards of ethics and accountability and these suggestions advance these goals.*

The Script Submission Coordinator oversees a team that collects & files scripts for student's platform and interpretive speeches before the tournament. Scripts are required so students understand the importance of academic integrity. Students doing platform speeches need to give credit where it is due and guard against any form of plagiarism. Students doing interpretive pieces need to be accountable to the actual literature they are using, holding to the Author's intent, and also guarding against any form of plagiarism. The objective is to train students in how to properly cite sources; put together a works cited page, etc.

## **Goal: Education not Adjudication**

The goal of Stoa's Script Submission process is to validate the authenticity of the piece, or its validity for use in a particular event. However, this protocol may also be used as a guideline for tournaments prior to NITOC. While all the issues of style (formatting, punctuation, etc.) have their place, they are only secondary. If needed, they can be corrected and resubmitted, but should not be grounds for holding up a piece from competition. Primary objective is to have a script suitable to assist a Tournament Director or his designees in adjudicatory matters, or in determining ultimate validity for entry in an event. By the time a script is submitted for NITOC, it is expected that all formatting issues will have been corrected in order to be approved.

The script check-in process is intended to check for format and required elements (citations, works cited page, scanned copy of source, etc.), not potential problems with content. Scripts are only reviewed for careful evaluation of the content if the judge or someone else in attendance at NITOC raises a complaint or question about the script in some way. If there is an adjudication issue, the Tournament Director or a member of the Tournament Adjudication Committee takes an initial look.

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# NITOC Script Submission Coordinator

## Script Submission Process

*All Scripts are to be submitted prior to NITOC.* Submission dates will be published on the tournament website.

The Script Submission Checklists are located on pages 6&7 as well as at [www.stoausa.org](http://www.stoausa.org). As all scripts will be available in digital format, there is no need for a printed copy of scripts.

Mediafire.com is used to store all submitted files. The professional version costs \$5/month. It is recommended that NITOC start the subscription for the month prior and at least one month after NITOC. This should result in three months of expense. One month after NITOC the Script Submission Coordinator should cancel the subscription.

## Order of Tasks for Script Submission Coordinator:

1. Upload content for NITOC Tournament website Script Submission tab page.
2. Recruit at least 10 Reviewers for NITOC.
  - a. More Reviewers will make for lighter work. Try to get volunteers from variety of regions.
3. Start **Mediafire** subscription several weeks prior to Opening of NITOC Registration
  - a. Set up Mediafire page with folders for reviewers and events
  - b. Set up “Submissions” folder as filedrop.
    - i. (right click on “Submissions” to bring up menu – select ‘filedrop’
    - ii. Title link “Upload NITOC20?? Scripts. File naming convention: lastname firstname phone# event.PDF
    - iii. Copy the ‘Hosted FileDrop.’ link and paste in tournament webpage
  - c. Run checks from different computers to confirm upload is working correctly.  
*Note: Mediafire is sensitive to internet connection. Be sure to have a solid connection when uploading files.*
4. Prior to Opening of NITOC Registration train all Reviewers
5. Script submission starts with Opening of NITOC Registration
  - a. Monitor email and assign files to reviewers
    - i. It is best if reviewers do not review submissions from their own region. They **must not** review their own club.
  - b. Maintain Google Sheet of registered competitors (ask for limited access to Tournament Site)
  - c. At close of tournament, send a reminder letter to competitors missing scripts.
6. Script submission ends 10 days prior to NITOC.
  - a. Send reminder letter to competitors missing scripts.
7. NITOC Documents:
  - a. A printout of the spreadsheet showing script submissions must be available at tournament.
  - b. Instructions for accessing competitor files as well as a thumbdrive with all the submissions from Mediafire must be given to NITOC Tab Director at open of tournament.
  - c. Submit expense receipt for Mediafire.
8. After conclusion of NITOC, stop subscription with Mediafire. (Access to the files will still be available without the professional subscription.)
9. Two months after NITOC, delete all competitor files from Mediafire.

# NITOC Script Submission Coordinator

**Suggested Content for NITOC Tournament website Script Submission tab page.**

## MANDATORY ELECTRONIC SCRIPT SUBMISSION

*Why do we bother with script submissions?*

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*To Honor God; Protect and Improve Ourselves;  
Protect and Honor Authors' Intent; Integrity.*

*Standardization so everything necessary for an evaluation is present if a question arises.*

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Besides the above listed reasons, electronic submission reduces the work load of tournament check in and aids in a proper review of scripts, giving competitors a chance to correct and avoid disqualification. So, here's how to do it: **(We have a link to a video to walk people through the process)**

## HOW TO SUBMIT SCRIPTS ELECTRONICALLY:

For Script Submission forms and guidelines please refer to Platform Speeches and Interpretative Speeches at the StoaUSA website.

<http://www.stoausa.org/speech-events>

Submitted files must include the following:

- Interp scanned original source must be in a single file; no one page files will be accepted.
- Interp scanned original source: Easy to read, pages are right side up, and highlighting clearly shown in the scanned originals. (searchable PDF allows for easy highlighting on Adobe Reader)
- All files must be uploaded in **.PDF** format. No zipped, .tif, .jpeg, .docx or shared files will be accepted.
- Script Submission forms: Physically signed and initialed
- Typed Script
- For your file name please use: **Last name, First name phonenumber-Event**

**Example:** Doe, John 3217893456-Persuasive Script

**If you do not use this file naming we will not know who to credit.**

You may also check out the **Script Submission Helps page for more tips and a link to a video to walk you through the process. Upload your completed script submission materials at: [\(link\)](#)**

*You may select all your files to upload at once, no need to do one at a time. Once you upload your file(s) the screen will state:*

*'Upload Complete - upload another?'*

*- You have successfully submitted your file(s). No other notice will be sent.*

**Script approval:** After a script submission approval has been sent to you from the approval team, print the approval email and have it available.

The cut-off for electronic script submission will be (???). No electronic scripts will be accepted after this time. But no need to wait, up load your files as soon as you register!

## NITOC Script Submission Coordinator

**No printed copies of scripts are required. There will be no acceptance of changed scripts at the tournament.**

For typed scripts in MSWord simply “*Save As*” and select file type “*PDF*”. Some systems will have the option for .pdf under “print” and select your file type “PDF”.

**Remember to use tournament naming convention for your file names.**

**USING THE FOLLOWING METHOD, YOU CAN MAKE CHANGES TO SCRIPTS WITHOUT HAVING TO RE-SCAN.**

For scanning original literature source, with a printer/scanner, scan as “Searchable PDF” if available, or “PDF”. Make sure to “add page” so that all pages are in one file. For smaller files, scan in black and white at 300dpi.

If you do scan individual pages, you can join them with this free application: [www.adolix.com/split-merge-pdf](http://www.adolix.com/split-merge-pdf) There are many other applications that would also work.

Open the PDF file with *Adobe Reader* (free software). In Adobe Reader, highlight all words used. Where there are added words, use the comment text box to insert added words. You may also use the freehand tool to draw a line to the exact placement.

# NITOC Script Submission Coordinator

## Procedure for NITOC Reviewers - Script Submission Check List

1. Open gmail.com with User name: [@gmail.com](#) Password:
2. Open another tab with Doc.Google.com while you are signed into gmail.
  - a. Top left hand corner select the “menu” icon to access “sheets”. Open the Script Submissions spread sheet for tournament.
  - b. You will need to access the Script Submissions spreadsheet to get student email addresses.
3. Open Mediafire.com and login. User name: [@gmail.com](#) Password:
  - a. Select the Tournament Folder, then Submissions folder. Each checker needs to pull submissions to their own folder in the “In Process” folder for review. You can make sub-folders under your name as you desire.

### Notes:

- Each reviewer can get onto Mediafire and pull files from ‘Submissions’ to their own folder for review.
- Scripts should be submitted with this file naming convention: lastname firstname phone# event.PDF. Sometimes it is possible to just correct the filename and not reject. Director will deal with files from unknown competitors.
  - There may be some that are not in .pdf, it is your discretion as to keeping the file or sending back for corrections. Sometimes we get .doc files, which work fine for review, they just aren’t as secure for the competitor. Don’t accept .tif’s that are just photos from a phone. They are terrible quality, too hard to read. These usually end up as the one page files, anyway.
  - Do not accept one page files. Each script must be complete in a single file. It is acceptable to have submission forms or title pages in a separate file.
  - It is acceptable to have two scripts in one file, just make a copy for each event folder after review.
  - The submission form may be in a separate file. This means a competitor may submit one-three files per event, but they all need to be named such that you know how to match.

### Helpful Hints:

- Download current edition of Adobe Reader
- It may be quicker to view files from your computer, instead of Mediafire. You can select all the files you want and choose download. This will make a smaller zipped file that you may open on your computer.

# NITOC Script Submission Coordinator

## Interpretive Events:

The competitor must submit their script in two parts:

*Duo Partners need only submit one file for both partners.*

- A **typewritten hard copy** and
  - A **photocopy** or a **screen shot** of the original source with the introduction and added words attached in the appropriate places.
- Open typed script and scanned original. Read side by side to verify match. If you need to change page orientation that can be done with a right click - rotate. **Typed script must read the same as the scanned script**
  - Verify limit of 150 added words. Please take the time to count added words of 130 or more for DI, DUO, HI. Please do counts on Monologue for 90+ words added (100 max).
    - Only need to verify word counts when close to maximum. If a word document, just select all the added words to obtain count. If in PDF, copy all added words to a word document to obtain count.
    - This may seem onerous, but we owe it to our competitors to ensure an even playing field. It really doesn't take that long and typically there won't be many over 130 words.

### 1. Typewritten Script:

- \_\_\_ a. Speech script is typewritten.
- \_\_\_ b. Added words are underlined. **150** allowed for DI, HI, DUO. **100** for Monologue

### 2. Original Source Script: (one file, not a file for each page)

- \_\_\_ a. Each page containing words from the source is photocopied.
- \_\_\_ b. Title page of original source is photocopied.
- \_\_\_ c. Publication page of original source is photocopied.  
(Note: copyright does not make it published)
- \_\_\_ d. Words used in the piece are highlighted on the photocopy.
- \_\_\_ e. Added words, including the introduction, have been inserted in their appropriate places in the script.

### 3. Script Submission Form:

- \_\_\_ a. **Current** Script Submission form is attached. Parent and/or coach **signatures** are included.
- \_\_\_ b. Number of added words is recorded. (\*Open Interp does not have to comply)
- \_\_\_ c. Publication date is recorded.
- \_\_\_ d. Parent and/or coach signatures are included.

# NITOC Script Submission Coordinator

## Platform Events:

Competitor must upload:

- **Script Submission Form**
- **Typewritten Copy of Script**

These may be in separate files. Check the following for compliance.

### 1. Typewritten copy of the script:

- \_\_\_ a. Speech script is typewritten.
- \_\_\_ b. All sources cited **in text** corresponding to citation page. (No particular format required.)
- \_\_\_ c. Direct quotations are underlined.
- \_\_\_ d. Citation Page is included on a separate page attached to the end of the speech.
  - Check Citation Page to correspond with in text references. We are not checking for content, just reading for Author/Title names from the Citation page.

### 2. Script Submission Form:

- \_\_\_ a. Current Script Submission Form is attached.
- \_\_\_ b. Parent and/or coach **signatures** are included.
- \_\_\_ c. The number of total words is recorded.
- \_\_\_ d. The number of directly quoted words is recorded.
- \_\_\_ e. The percentage of quoted words is recorded.
- \_\_\_ f. No more than 30% of the speech consists of direct quotations.
  - If anything is missing or submitted incorrectly, send it back for correction. You don't need to struggle; the burden of compliance is on the competitor. Be sure to give your name and contact information.

# NITOC Script Submission Coordinator

## After Review Procedure:

1. If there is a discrepancy, send the competitor an email from the Gmail account outlining what needs to be corrected. *Also copy the student's parents.*
2. If everything is correct, move files to the “approved” event folders in Media Fire.
3. In the Google Docs Electronic Submission file, mark the student event with an “A”. There is a column for comments if needed.
4. Using the Gmail account, send the competitor an email of approval using the template provided. *Also copy the student's parents.* Please be sure to sign your name. This way we can track correspondence.

## Tips for Scanning Documents

For typed scripts in MSWord simply “Save As” and select file type “PDF”. Some systems will have the option for .pdf under “print” and select your file type “PDF”.

**Remember to use tournament naming convention for your file names.**

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If you do scan individual pages, you can join them with this free application: [www.adolix.com/split-merge-pdf](http://www.adolix.com/split-merge-pdf). There are many other applications that would also work.

Open the PDF file with *Adobe Reader* (free software). In Adobe Reader, highlight all words used. Where there are added words, use the comment text box to insert added words. You may also use the freehand tool to draw a line to the exact placement.



# NITOC Script Submission Coordinator

## Sample Templates for Responses:

(student name)

Your script for (event) has been accepted for the Stoa 201?? National Tournament of Champions!

No changes will be allowed after close of tournament registration on May??. Print this approval and just have it handy, or keep it on your smart phone in case we need to see it when you check in at ?? University.

(Reviewer Name)

NITOC 201? Script Approval

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(student name)

You need to upload your **signed script submission** form to complete registration. You can find the appropriate form at the Stoa website. Scroll down to the very bottom of this page for the list of forms.

<http://www.stoausa.org/speech-events>

(Reviewer Name)

NITOC 201? Script Approval

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(student name)

Single page files are too cumbersome for us to review. You can take your scan files and combine all your files into one using a joiner. Here is one you may use, or there are other free options on the internet.

<http://www.adolix.com/split-merge-pdf/#download>

Go to the webpage and download the free version. It will walk you through the process. Once you have the script in the proper format, please upload again.

Let me know if I can be of any further assistance,

(Reviewer Name I also give my phone number)

NITOC 201? Script Approval

## NITOC Script Submission Coordinator

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(student name)

There are corrections needed on your (event) script. All platform speeches need to have references in the script to give credit to sources. To avoid any appearance of plagiarism we need to both give credit in our script (said orally), as well as have in-text citations to connect to the citation page (not spoken). Please make the necessary corrections and upload your files again. If you have any questions, please don't hesitate to contact me.

(Reviewer Name I also give my phone number)

NITOC 201? Script Approval

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(student name)

Your script for (event) has not yet been received for the Stoa 2016 National Tournament of Champions. All scripts must be uploaded. Please go to the tournament Speech Submissions Tab for instructions on uploading your files. Please be sure your files are named correctly according to the instructions.

(Reviewer Name I also give my phone number)

NITOC 201? Script Approval