



# AMERICAN RABBIT BREEDERS ASSOCIATION

Devoted to the Interest of Rabbit Raising for Fancy and Commercial

Parent Body of All Chartered Local and Specialty Clubs / One National Judging and Registration System

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## ARBA APPLICATION TIPS

### PURPOSE

Many of the National Youth Contests of the American Rabbit Breeders Association are application based. This information is presented in order for applicants to take best advantage of the application platform to express themselves and their project. This is not an all-inclusive list of tips, nor is it intended to be a list of requirements, though some of these tips are designed to help applicants understand the specific requirements necessary to create a fair and manageable contest.

### BASIC FORMATTING CONVENTIONS

These tips are to help you navigate the requirements of proper formatting. These contests have both a word limit and a page limit. Readability is very important!

- 1 Font faces: The two most popular (and readable) fonts are *Times New Roman* and *Arial*. Using one of these will help make the application more readable.
- 2 Font size: Business standards, as well as these contests, use 10-point or 12-point type.
- 3 Page Margins: Margins should be between ½inch and 1½inches, with the most common size being 1 inch.
- 4 Style: The indiscriminate use and overuse of font styles (**bold**, *italic*, underline, etc.) serves to diminish your writing. Some use can be helpful, but be careful only to use it when necessary.
- 5 Questions: Make sure you copy the question above your answer. It reminds the scorers of what you have been asked.

### OTHER TIPS FOR A GOOD APPLICATION

- 6 If you are submitting your applications by mail, do not send your applications in report covers or on paper that will not scan well. All applications are scored online, even those submitted by postal mail.
- 7 Make sure you answer the question asked! You can talk about other things as well, but the most common error is not answering the questions asked.
- 8 Pay attention to deadlines. Late applications will sabotage your effort.
- 9 Be clear and concise. Answer the question fully, but do not rely on an unnecessary volume of words to make the point that you want to make just to fill up space for an answer to one of the questions you have been asked, like this tip is doing! Don't use two lines if only one is needed.
- 10 Using good grammar and spelling tells the judge you are serious and careful. Ask a teacher or other adult to help you proofread your application.
- 11 Pictures tell a lot about you and your project. Select them carefully and size them appropriately to tell the story. Include captions so the judges know what they are looking at and why. However, not all answers will lend themselves to being helped by a picture. Concise use of pictures can be just as important as concise use of language.
- 12 Occasionally, the order of questions will change from year to year. Make sure you use the current year's questions. It is always helpful to start with your application from last year, but make sure you properly edit for the current year.
- 13 Put your name and contest on EVERY PAGE of your application.
- 14 Honesty is, as always, the best policy. Be mindful of the fact that scorers, while remaining anonymous, may be able to verify the claims made in your application. You do not want to get caught embellishing your activities or accomplishments.