

Guide to Submitting your Big Read Entry

We can only accept entries that are submitted by:

- 1) Upload via the email link from OUP
- 2) Email
- 3) Post

1) By upload

Follow the instructions below and ensure you use the appropriate file format when uploading your entry for submission.

Include a completed **Name Card (found in the Starter Pack)** with your entry. If two or more student entries are included in the same PDF file, insert a Name Card after each entry.

There is no maximum file size limit.

How to submit your entry

1. Click the “Upload” link in the email, “Oxford Big Read2021 : 応募作品のアップロード提出についてのご案内”, sent to registrants from OUP.
2. On the screen that appears, drag and drop the file you wish to upload from your computer to the box on the screen or click “Browse files”.
3. When you’ve placed the file you wish to upload in the box, click “Upload”. If successful, “Uploaded” will appear next to the file name. When you’ve finished, close the browser window.
4. You’ll receive a confirmation email from us within 2 business days.

File format

We accept the following file types:

- PDF
- JPEG

2) By email

Attach your entry to an email and send to newsletter.japan@oup.com

In the subject line, write “Big Read”

Check that the size of the attachment is not larger than the maximum size limit set by your email account provider.

Attach a scanned image of the Name Card to the email or copy all the information in the Name Card and paste it into your email message.

Upon successful receipt of your submission, you will receive a confirmation email from us within 2 business days. If you do not receive this notification, make sure the size of the attachment does not exceed the maximum file size limit and then resend it to us. If you still don't hear back from us, contact us by email or phone.

3) By post

Send entries to:

Oxford University Press Big Read
Sotetsu Tamachi Bldg. 3F 4-17-5 Shiba, Minato-ku Tokyo 108-8386

Attach a Name Card to each entry with a paper clip or weak adhesive tape such as masking tape. Do not use glue.

Please read the [terms and conditions](#) before submitting an entry as part of Oxford Big Read.

Entries must be received by **November 30, 2021 at 23:59**. Entries received after the deadline will not be considered.