

Creative Arts Programme (CAP) Mentorship Attachment 2025-26

1. The nature of CAP mentorship attachment

The CAP mentorship offers promising Creative Arts Seminar students an opportunity to write under the guidance of a published writer for 9 months from August 2025 to April 2026. The mentor will hone the craft of the mentee, giving constructive feedback on the literary works written by the latter and sharing valuable literary knowledge and skills.

The CAP mentorship is conducted via a combination of face-to-face meetings and online communication (e.g. email or Skype). The mentees are expected to work out a schedule with their mentors at the start of the mentorship, keep in regular contact based on the schedule, and respond positively to the feedback of the mentors, revising their literary works as advised.

The literary works written by the mentees must be vetted and approved by the mentors before submission to the CAP organisers who will then select and publish the most promising works in the annual CAP literary publication *Eye on the World*.

This publication will be printed in May 2026 and distributed to all Secondary schools and Junior Colleges, tertiary institutions and public libraries in Singapore.

2. Number of creative works to be submitted

The minimum number of works to be submitted for the duration of the mentorship is as follows:

Poetry Mentee: 4 (Word Limit: 1000 words)

Prose Mentee: 3 (Word Limit: 1500 words)

Play Mentee: 2 (Word Limit: 3500 words)

These works must be vetted and approved by the mentor before submission.

3. The nature of CAP mentorship attachment

A maximum of 1 of the submitted creative works may be a revised piece from the CAP mentorship application portfolio. This requirement is to encourage mentees to write actively and to grow as writers during their period of mentorship.

In the spirit of the mentorship, revised creative works should be thoughtfully reworked, and as with all other submissions, should only be submitted when vetted and approved by the mentor.

For the submission based on the CAP theme (see Subject matter below), mentees should submit a new piece written during the mentorship, and not a revised work.

4. Deadlines for submission of literary works

The schedule for the submission of literary works for the *Eye on the World* publication is as follows:

Deadline	Prose and Poetry Students
21 November 2025	Submission of first piece of work
30 January 2026	Submission of second piece of work (not applicable for playwriting mentees)
27 February 2026	Submission of remaining pieces of work

5. Details on submission of literary works

Please visit <https://go.gov.sg/cap-mentorship-templates> for all submission templates.

Each piece is to be attached within the template and uploaded at <https://go.gov.sg/apply-capmentorship-2025-26>

Pieces are to be submitted as Word doc / Word .docx attachments and not in .pdf or other file formats.

6. Subject matter of creative works

Each mentee has to submit 1 creative work based on the 2025 Creative Arts Seminar theme, “Eye on the World: Setting Forth”. This creative work should be a new piece written during the mentorship, not a revised piece.

For all other creative works written during the mentorship, the mentee is free to choose his/her subject matter.

While artistic merit is a key factor for the publication of a literary work, consideration is also given to whether the work would bring about negative influences. As a MOE arts agency, the CAP is obliged to turn away works which:

- a) advocate or lobby for lifestyles seen as objectionable by the general public;
- b) denigrate or debase a person, group or class of individuals on the basis of race or religion, or serve to create conflict or misunderstanding in our multicultural and multi-religious society;
- c) undermine the authority or legitimacy of the government and public institutions, or threaten the nation’s security or stability;
- d) depict graphic acts of extreme violence to others and self (e.g. suicide);

e) contain expletives.

NB: (a) to (c) are modified based on the existing publishing guidelines of the National Arts Council. (d) and (e) are additional guidelines stipulated for an MOE publication.

7. Contact Persons

If any problem surfaces during the mentorship, please communicate it to the following CAP Mentorship officers at Gifted Education Branch, MOE, who will try their best to help you:

Ms Stella Lim (English)
stella_LIM@moe.gov.sg
68796654

Ms Ding Jia (Mother Tongue)
DING_jia@moe.gov.sg
67713048

8. Submission of Mentorship Progress Report

Mentees are required to submit two mentorship reports on their mentorship progress. The submission link for progress record can be found at: <https://go.gov.sg/capmentorship25-26-progressrecord>

The deadlines for submission are **21 November 2025** and **27 February 2026** respectively.

Mentors are required to do a short evaluation on each of their mentees at the end of the mentorship, using the evaluation form given by the CAP committee (see Annex C).

9. Format of Literary Submissions

The formatting will be as follows:

Title: Centralised, Capitalised on first page

Font: Calibri / 方正楷体

Font Size: 11

Spacing: Single Spacing

Margins: 2.54cm top and bottom; 2cm left and right

Spelling: Please use British spelling.

Lists & commas: For lists, do not insert a comma before “and”. The penultimate

and ultimate objects listed should only be joined with “and”. (I want bacon, eggs, mashed potatoes and tater tots.)

Note: This is different from the “... , and...” operating as a coordinating conjunction between two main clauses. (I want bacon, and I want it now!)

Ending marks: Triple stars to mark the end of your work. (***)

POEMS ONLY

Spacing: Leave a single-spaced line between 2 stanzas.

PROSE ONLY

Spacing: Leave a single-spaced line between 2 paragraphs and start the first line of each new paragraph with an indentation of 1.27cm / 两个字的空格 (for CL pieces).

Dialogue: Double inverted commas for dialogue (“Yes,” he said.) *Italics for thoughts in dialogue* (Yes, he thought.)

Scene transitions: Triple stars to mark section/scene breaks. (***)

PLAYS ONLY

Dialogue: Enter dialogue and stage directions into separate cells in the provided table.

Stage directions: Stage directions should be *CAPITALISED AND ITALICISED*. If integrated into dialogue, they should be placed within square brackets (I don’t know [*SCRATCHES HIS CHIN*] Maybe)

- **Please do NOT change the formatting of the template provided to you.**
- **Should you need to change the formatting because of the form of your poem, please check in with your CAP mentorship officer.**