



2017 Catholic Press Awards *Spanish Language Division*

Welcome to the 2017 Catholic Press Awards

The purpose of the award program is to recognize the contributions and hard work of association members throughout 2016.

Award winners receive an award certificate and are recognized by their peers during the annual Catholic Media Conference in June. A list of winning entries is available in the June issue of *The Catholic Journalist* and on the CPA website after the conference.

Each Publication member and Freelance member may submit **one FREE entry**.

Thank you for participating and GOOD LUCK!



General Background Information

- ▶ \$36 per entry
- ▶ **First entry FREE**
 - Not required to purchase a paid entry
 - One free entry per Publisher or Freelance Member
- ▶ Submit all entries digitally even when hard copies are required.
- ▶ All entries are for work published in 2016.
- ▶ All members must be in good standing as of March 31, 2017.
- ▶ Deadline: 11:59 p.m. CT, February 10, 2017. Hard copies need to be postmarked by February 10 and received by February 17. Payment deadline is February 17.

The following pages contain:

- ▶ Quick look at categories Page 3
- ▶ Category numbers and descriptions Page 5
- ▶ Eligibility requirements Page 15
- ▶ Submission instructions Page 16
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Quick Look

Because certain code numbers have been retired, category numbers are not consecutive.

Type	Number	Title
Editorial	S01a	BEST NEWS WRITING - Local/Regional Event
Editorial	S01b	BEST NEWS WRITING - National/International Event
Editorial	S02	BEST FEATURE STORY
Editorial	S03	BEST EDITORIAL PAGE
Editorial	S04a	BEST REGULAR COLUMN - General Commentary
Editorial	S04b	BEST REGULAR COLUMN - Spiritual Life
Editorial	S04c	BEST REGULAR COLUMN - Scripture
Editorial	S04d	BEST REGULAR COLUMN - Family Life
Editorial	S04e	BEST REGULAR COLUMN - Culture, The Arts and Leisure
Editorial	S05	BEST PERSONALITY PROFILE
Editorial	S06	BEST IN-DEPTH ANALYSIS
Website/Multimedia	S08	BEST ONLINE PRESENTATION OF MULTIMEDIA VISUALS
Website/Multimedia	S09	BEST PUBLICATION WEBSITE
Editorial	S10	BEST REPORTING ON CULTURAL HERITAGE
Editorial	S11	BEST REPORTING ON IMMIGRATION
Editorial	S13	BEST REPORTING ON A LOCAL ISSUE
Editorial	S14	BEST TREATMENT OF VOCATIONS TO PRIESTHOOD, RELIGIOUS LIFE OR DIACONATE
Editorial	S15	BEST REGULAR COLUMN BY A BISHOP OR ARCHBISHOP
Editorial	S17	BEST REPORTING ON FAMILY
Individual Excellence	S18a	WRITER OF THE YEAR
Individual Excellence	S18b	EDITOR OF THE YEAR
General Excellence	S19	PUBLICATION OF THE YEAR
Editorial	S22	BEST EDITORIAL
Editorial	S23	BEST COVERAGE OF THE YEAR OF MERCY
Editorial	S27	BEST PARISH PROFILE
Editorial	S28	BEST ESSAY REFLECTING ON FAITH FORMATION
Photography	S29a	BEST PHOTO STORY
Photography	S29b	BEST PHOTO STORY - Year of Mercy
Photography	S30a	BEST MULTIPLE PICTURE PACKAGE
Photography	S30b	BEST MULTIPLE PICTURE PACKAGE - Year of Mercy
Design	S31a	BEST USE OF ART OR GRAPHICS
Design	S31b	BEST USE OF ART OR GRAPHICS - Best Original Illustration
Design	S31c	BEST USE OF ART OR GRAPHICS - Best Chart or Information Graphic
Photography	S32a	BEST PHOTOGRAPH
Photography	S32b	BEST PHOTOGRAPH - Year of Mercy



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Design	S33	BEST FRONT PAGE
Design	S34	BEST MAGAZINE COVER
New Editorial	S35	BEST INTERVIEW
New Editorial	S36	BEST COVERAGE OF THE PAPAL VISIT TO MEXICO
New Editorial	S37	BEST COVERAGE OF VIOLENCE IN OUR COMMUNITIES
New Editorial	S38	BEST COVERAGE OF 2016 CANONIZATIONS
New Editorial	S39	BEST COVERAGE OF PRO-LIFE ISSUES
New Editorial	S40	BEST COVERAGE OF 2016 ELECTION
New Editorial	S41	BEST COVERAGE OF ECUMENICAL/INTERFAITH ISSUES
New Editorial	S42	BEST COVERAGE OF WORLD YOUTH DAY
New Editorial	S43a	BEST COVERAGE OF OLYMPICS/PARALYMPICS - Olympic Games
New Editorial	S43b	BEST COVERAGE OF OLYMPICS/PARALYMPICS - Paralympic Games
Design	S44	BEST LAYOUT OF ARTICLE OR COLUMN
New Editorial	S45a	BEST REPORTING OF SOCIAL JUSTICE ISSUES - Life and Dignity of the Human Person
New Editorial	S45b	BEST REPORTING OF SOCIAL JUSTICE ISSUES - Call to Family, Community and Participation
New Editorial	S45c	BEST REPORTING OF SOCIAL JUSTICE ISSUES - Rights and Responsibilities
New Editorial	S45d	BEST REPORTING OF SOCIAL JUSTICE ISSUES - Option for the Poor and Vulnerable
New Editorial	S45e	BEST REPORTING OF SOCIAL JUSTICE ISSUES - Dignity and Rights of the Workers
New Editorial	S45f	BEST REPORTING OF SOCIAL JUSTICE ISSUES - Solidarity
New Editorial	S45g	BEST REPORTING OF SOCIAL JUSTICE ISSUES - Care for God's Creation
Photography	S46	BEST STORY AND PHOTO PACKAGE
New Editorial	S47	BEST REPORTING ON THE V ENCUESTRO
New Editorial	S48	BEST SPORTS REPORTING
New Editorial	S49	BEST REPORTING ON LATIN AMERICA

Full descriptions begin on the next page.



Categories & Descriptions



The paper symbol next to a category title indicates that hard copies are also required.



The pen symbol indicates that Freelance Members may enter this category with Publisher Members.

S01: BEST NEWS WRITING

Straight news writing on a subject in either a single story or a series, in one issue or several. Sidebars may be submitted, but judges will not consider accompanying photographs, charts or illustrations.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file containing the page(s) on which the story or series, including sidebars, was published.

S01a: Local/Regional Event

S01b: National/International Event

S02: BEST FEATURE STORY

These entries are stories covering a group, trend, or event of general interest, but not “hard” or breaking news. Story should exhibit thorough reporting, but should be distinguished by the quality of its writing, its accessibility, and its human interest value. Editorials, book and movie reviews, personality profiles, background articles and news analyses may not be submitted in this category. Judges will not consider accompanying photographs, charts or illustrations.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file of the page(s) on which the article was published.

S03: BEST EDITORIAL PAGE

Judging will focus on the content of page(s) as well as their layout, variety, and overall effect.

An entry consists of one PDF file of the editorial page or section from THREE consecutive issues. Only one entry per publication is permitted.

S04: BEST REGULAR COLUMN

Judges will consider THREE different articles by one or more authors. For an entry written by multiple authors to be considered, it must be a column of the same name, written from time to time by different authors. A column may be entered in one S04 subcategory only.

Publisher or Freelance Members may enter this category. An entry consists of one PDF file of the page(s) on which THREE columns were published.

S04a: General Commentary

S04b: Spiritual Life

S04c: Scripture

S04d: Family Life

S04e: Culture, The Arts and Leisure



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S05: BEST PERSONALITY PROFILE /

Entries in this category should answer two questions: (1) Who is this person? and (2) Why does he/she make a difference? Stories should have an eye for atmosphere and significant personal details, as well as stated beliefs and accomplishments. Judging will focus on quality of writing and ability to convey through words a sense of the whole person.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file of the page(s) on which the article was published.

S06: BEST IN-DEPTH ANALYSIS /

This category focuses on how well the paper informs or interprets an event or situation that is controversial, confusing or misunderstood. Can be a series or a single article, and may include sidebars. Judges will not consider accompanying photographs, charts or illustrations.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file of the page(s) on which the article or series was published.

S08: BEST ONLINE PRESENTATION OF MULTIMEDIA VISUALS /

Photo galleries, audio clips, audio slideshows, videos, and other online resources will be considered. Multimedia elements should demonstrate the ability of the web to enhance storytelling.

Publisher and Freelance Members may enter this category. An entry consists of the URL of the webpage where judges may view the presentation.

S09: BEST PUBLICATION WEBSITE

The website must be the site of a publication. No e-newspaper publications may be submitted. Judging will focus on overall quality of site content and graphics, as well as effectiveness in meeting site objectives as stated by the entrant.

An entry consists of the URL of the website and a written description of site objectives.

S10: BEST REPORTING ON CULTURAL HERITAGE /

This category recognizes reporting on devotions, festivals, ethnic traditions and community events that demonstrate and build a community's cultural heritage. An entry may be a single story or a series.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file of the page(s) on which the story/series was published.



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S11: BEST REPORTING ON IMMIGRATION /

This category honors coverage of immigration issues on a local or national level. Judges will consider the writer's creativity and ability to tell a compelling story. Judges will also consider photographs, artwork or videos that accompany the article.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file containing page(s) on which the article, column or editorial was published. You may also submit a URL if your content is available online.

S13: BEST REPORTING ON A LOCAL ISSUE /

Entries for this category will demonstrate excellent reporting on issues of local importance and their impact on members of the faith community. Topics may include a variety of issues, such as politics, education, and health care. An entry can be one article or a series of articles on a single issue.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file of the page(s) on which the reporting was published.

S14: BEST TREATMENT OF VOCATIONS TO PRIESTHOOD, RELIGIOUS LIFE OR DIACONATE /

This award is for a one-shot section, feature, series, or personality profile of a religious man or woman, deacon, priest, bishop, or cardinal. Judges will consider the writer's creativity and ability to tell a compelling story. Judges will also consider photographs, artwork or videos that accompany entries.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file of the page(s) on which the reporting was published. You may also submit a list of URLs if your content is available online.

S15: BEST REGULAR COLUMN BY A BISHOP OR ARCHBISHOP

Judges will consider up to three columns written by the same bishop or archbishop. Columns should be written originally in Spanish. English columns translated into Spanish will not be considered.

An entry consists of one PDF file of the page(s) on which up to three columns were published.

S17: BEST REPORTING ON FAMILY /

This category recognizes outstanding reporting on news that impacts family life, with an emphasis on Church teaching on the sanctity of marriage. An entry can be a single story or a series.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file of the page(s) on which the reporting was published.



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S18: INDIVIDUAL EXCELLENCE ✍️

This category recognizes an individual for exemplary service to CPA publication(s) during 2016. Entrant must be on the staff of a CPA-member publication or be a CPA Freelance Member. Judging will focus on demonstrated talent, creativity, thoroughness, and effectiveness. To be eligible for this category, samples must have been published by a CPA publication and originally written in Spanish. Samples originally written in English and translated into Spanish are not eligible. Samples from an English language publication with a Spanish language section are eligible.

An entry consists of three to five samples of the individual's efforts during 2016. These samples need not be related to each other. A letter may be submitted to explain circumstances that made the individual's success more notable. The letter should be used to describe entrant's contribution to the samples submitted.

PLEASE NOTE: Hard copies are no longer required for S18. Submit your content through the awards website.

S18a: Writer of the Year

Please upload a PDF file containing three to five writing samples through the awards website. You may also submit a PDF file or a Word document listing URLs if the samples are available online.

S18b: Editor of the Year

Please upload a PDF file containing three to five samples of the individual's work through the awards website. You may also submit a PDF file or a Word document listing URLs if the samples are available online.

S19: PUBLICATION OF THE YEAR 📖

Formerly called "General Excellence." Judges will consider each of the following criteria: selection of stories; originality; quality of writing and headlines; columns; editorials and letters to the editor; quality and appropriateness of art and graphics; and overall graphic design.

Submit any two **HARD COPY** sets of any **THREE** consecutive issues published during 2016. Please clip together each of the two sets and mail to the CPA office. Only one entry per publication is permitted. Each entrant must submit a PDF copy of one page for possible use during the Catholic Press Awards Banquet.

S22: BEST EDITORIAL

An article giving the viewpoint of the publication, editor, or staff on a subject on which different opinions can be held. The editorial may be signed or unsigned but must be written by a member of the publication's staff. Judges will focus on the persuasive quality of the editorial, rather than simple commentary.

An entry consists of one PDF file of the page(s) on which the editorial is published.



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S23: BEST COVERAGE OF THE YEAR OF MERCY /

This category is for original content about the Year of Mercy. If a publication does not have THREE items to submit in this category, it may enter an item in another category (i.e., best editorial, interview, column, profile, etc.). Judges will consider the writer's creativity and ability to tell a compelling story. They will also consider photographs, artwork or videos that accompany the articles.

Publisher and Freelance members may enter this category. An entry consists of one PDF file containing the pages on which THREE items (article, column and/or editorial) on the Year of Mercy were published. You may also submit a list of URLs if your content is available online.

S27: BEST PARISH PROFILE /

This category profiles one particular parish community and its ability to promote and build faith formation through its ministries and leadership. Judging will focus on quality of writing and writer's ability to present through works a complete picture of the community and what makes it unique and innovative.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file containing the page(s) on which the article was published.

S28: BEST ESSAY REFLECTING ON FAITH FORMATION /

Judges will consider THREE different pieces (such as articles, editorials, column reflections) offering thoughtful reflection on faith formation by one or more authors. Judging will focus on quality of the writing and the value of the essay as an educational and/or formative tool.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file containing the page(s) on which THREE items were published.

S29: BEST PHOTO STORY /

A photo story is a cohesive group of select images that by themselves, with little added text, tell a story. The photo story should include opening and closing shots, with each picture moving the story along for the viewer. Text and photo layout/design is secondary and will be judged as such. Please enter any photo stories covering the Year of Mercy in S29b.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file containing the pages on which the photos were published.

S29a: Best photo story

S29b: Year of Mercy [NEW]



S30: BEST MULTIPLE PICTURE PACKAGE /

A multiple picture package is two or more photographs covering the same event or topic. A picture package is a group of related photos that do not tell a complete story and are almost always accompanied by text. Please enter multiple picture packages covering Year of Mercy in S30b.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file containing the pages on which the multiple picture package was published.

S30a: Best multiple picture package

S30b: Year of Mercy [NEW]

S31: BEST USE OF ART OR GRAPHICS /

Judges will consider the quality of the art as well as its ability to help readers better understand the news article.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file of the page(s) on which the artwork or graphic and accompanying story was published.

S31a: Best use of art or graphics

Graphics developed by the publication's staff or commissioned from a freelance artist specifically for the publication to help explain a news or analysis story.

S31b: Best original illustration

Artwork developed by the publication's staff or commissioned from a freelance artist specifically for the publication to illustrate a story or theme.

S31c: BEST USE OF ART OR GRAPHICS - Best Chart or Information Graphic

A chart, graph or other info-graphic developed by the publication's staff or commissioned from a freelance artist specifically for the publication to help explain a news or analysis story.

S32: BEST PHOTOGRAPH /

Photos may be black and white or color. Digitally manipulated images are not eligible. Please enter photographs of the Year of Mercy into S32b.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file containing the page on which the photo was published and a second page containing an image of the photo by itself.

S32a: Best photograph

S32b: Year of Mercy [NEW]

S33: BEST FRONT PAGE

This category is for Spanish language newspapers. Magazines may submit to S34. Front page may be tabloid or broadsheet. Judging will focus on typography, headline weight, compelling use of graphics and the degree to which the layout draws the eye over the entire page.

An entry consists of one PDF file containing the front pages only from any THREE consecutive issues. Only one entry per publication is permitted.



S34: BEST MAGAZINE COVER

This category is for Spanish language magazines. Newspapers may submit to S33. Judges will consider graphic elements, the choice of type, and the extent to which layout is creative and compelling.

An entry consists of one PDF file of the cover only (not the entire issue).

S35: BEST INTERVIEW [NEW] ↗

The interview may be in question-and-answer or narrative format. Stories should have an eye for atmosphere and detail.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file containing the page(s) on which the interview was published.

S36: BEST COVERAGE OF THE PAPAL VISIT TO MEXICO [NEW] ↗

This category is for original content about the Pope Francis' visit to Mexico. If a publication does not have THREE items to submit in this category, it may enter an item in another category (i.e., best editorial, interview, column, profile, etc.). Judges will consider the writer's creativity and ability to tell a compelling story. They will also consider photographs, artwork or videos that accompany the items.

Publisher and Freelance members may enter this category. An entry consists of one PDF file containing the pages on which THREE items (article, column and/or editorial) on the papal trip to Mexico were published. You may also submit a list of URLs if your content is available online.

S37: BEST COVERAGE OF VIOLENCE IN OUR COMMUNITIES [NEW] ↗

This category is for in-depth coverage of escalating violence in our communities. If a publication does not have THREE articles to submit in this category, it may enter an item in another category (i.e., best editorial, interview, column, profile, etc.). Judges will consider the writer's creativity and ability to tell a compelling story. They will also consider photographs, artwork or videos that accompany the articles.

Publisher and Freelance members may enter this category. An entry consists of one PDF file containing the pages on which THREE items (article, column, and/or editorial) were published. You may also submit a list of URLs if your content is available online.

S38: BEST COVERAGE OF 2016 CANONIZATIONS [NEW] ↗

This category is for original content about canonizations in 2016 (in Rome and/or local observances). If a publication does not have THREE items to submit in this category, it may enter an item in another category (i.e., best editorial, interview, column, profile, etc.). Judges will consider the writer's creativity and ability to tell a compelling story. Judges will also consider photographs, artwork or videos that accompany the items.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file containing the pages of which THREE items (article, column, and/or editorial) about canonizations were published. You may also submit a list of URLs if your content is available online.



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S39: BEST COVERAGE OF PRO-LIFE ISSUES [NEW] ↗

This category is for original content about pro-life issues. If a publication does not have THREE items to submit in this category, it may enter an item in another category (i.e., best editorial, interview, column, profile, etc.). Judges will consider the writer's creativity and ability to tell a compelling story. Judges will also consider photographs, artwork, or videos that accompany the items.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file containing the pages on which THREE items (article, column, and/or editorial) about pro-life issues were published. You may also submit a list of URLs if your content is available online.

S40: BEST COVERAGE OF 2016 ELECTION [NEW] ↗

This category is for in-depth coverage of the 2016 election, including local and national elections and ballot initiatives. If a publication does not have THREE items to submit in this category, it may enter an item in another category (i.e., best editorial, interview, column, profile, etc.). Judges will consider the writer's creativity and ability to tell a compelling story. They will also consider photographs, artwork or videos that accompany the items.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file containing the pages of which THREE items (article, column, and/or editorial) about election issues were published. You may also submit a list of URLs if your content is available online.

S41: BEST COVERAGE OF ECUMENICAL/INTERFAITH ISSUES [NEW] ↗

This category is for original content about ecumenical and/or interfaith issues. If a publication does not have THREE items to submit in this category, it may enter an item in another category (i.e., best editorial, interview, column, profile, etc.). Judges will consider the writer's creativity and ability to tell a compelling story. Judges will also consider photographs, artwork or videos that accompany the items.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file containing the pages of which THREE items (article, column, and/or editorial) about ecumenical/interfaith issues were published. You may also submit a list of URLs if your content is available online.

S42: BEST COVERAGE OF WORLD YOUTH DAY [NEW] ↗

This category is for original content about World Youth Day (celebration in Poland or local celebration). If a publication does not have THREE items to submit in this category, it may enter an item in another category (i.e., best editorial, interview, column, profile, etc.). Judges will consider the writer's creativity and ability to tell a compelling story. Judges will also consider photographs, artwork or videos that accompany the items.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file containing the pages of which THREE items (article, column, and/or editorial) about World Youth Day were published. You may also submit a list of URLs if your content is available online.



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S43: BEST COVERAGE OF OLYMPICS/PARALYMPICS [NEW] ↗

This category is for in-depth coverage of the Olympic and Paralympic Games. If a publication does not have THREE items to submit in this category, it may enter an item in another category (i.e., best editorial, interview, column, profile, etc.). Judges will consider the writer's creativity and ability to tell a compelling story. They will also consider photographs, artwork or videos that accompany the items.

Publisher and Freelance members may enter this category. An entry consists of one PDF file containing the pages on which THREE items (article, column and/or editorial) on the Olympic or Paralympic Games were published. You may also submit a list of URLs if your content is available online.

S43a: Olympic Games

S43b: Paralympic Games

S44: BEST LAYOUT OF ARTICLE OR COLUMN [NEW] ↗

This category recognizes the best use of graphics, text and/or photography in a single article or column.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file containing the page(s) on which the material was published.

S45: BEST REPORTING OF SOCIAL JUSTICE ISSUES [NEW] ↗

This category is for an article or column about one of the seven themes of Catholic social teaching (based on USCCB: <http://www.usccb.org/beliefs-and-teachings/what-we-believe/catholic-social-teaching/seven-themes-of-catholic-social-teaching.cfm>).

Publisher and Freelance Members may enter this category. An entry consists of one PDF file containing the page(s) on which the material was published. You may also submit a URL if your content is available online.

S45a: Life and dignity of the human person

S45b: Call to family, community and participation

S45c: Rights and responsibilities

S45d: Option for the poor and vulnerable

S45e: Dignity and rights of the workers

S45f: Solidarity

S45g: Care for God's creation

S46: BEST STORY AND PHOTO PACKAGE [NEW] ↗

This award is for an article or feature on any topic consisting of both image(s) and written content together. Judges will consider creativity and ability to tell a compelling story, as well as the overall impact of the photo and story together as one piece.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file containing the pages on which the story and photo package were published.



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S47: BEST REPORTING ON THE V ENCUENTRO [NEW] /

This category is for a one-shot section, feature, news article or series about the upcoming V Encuentro. Judges will consider the writer's creativity and ability to tell a compelling story. Judges will also consider photographs, artwork or videos that accompany entries.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file containing page(s) on which the material was published. You may also submit a list of URLs if your content is available online.

S48: BEST SPORTS REPORTING [NEW] /

This category is for a one-shot section, feature, series, or personality profile of an athlete or sports team. Judges will consider the writer's creativity and ability to tell a compelling story. Judges will also consider photographs, artwork or videos that accompany entries.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file containing page(s) on which the material was published. You may also submit a list of URLs if your content is available online.

S49: BEST REPORTING ON LATIN AMERICA [NEW] /

This category is for a one-shot section, feature, news article or series about a Latin American area and its impact on a Spanish-speaking U.S. community. Judges will consider the writer's creativity and ability to tell a compelling story. Judges will also consider photographs, artwork or videos that accompany entries.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file containing page(s) on which the material was published. You may also submit a list of URLs if your content is available online.



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ELIGIBILITY REQUIREMENTS

The Catholic Press Awards is a recognition program for CPA members. The following are eligibility requirements for entries to the Catholic Press Awards:

1. Submitters must be a CPA Publisher Member or Freelance Member in good standing in 2017. Member dues must be paid by March 31, 2017 to participate in the awards program.
2. Entries must be the original work of a publication or freelancer. Include bylines/credits on all submissions. Any items that are plagiarized or incorrectly credited will be disqualified.
3. Publisher Members may submit the work of any employee or freelancer. The author/creator need not be a Staff Member.
4. Work submitted by a Freelance Member must have been used by a Publisher Member in the print publication, on the website, or in the promotion of the publication.
5. Freelance Members may only enter designated categories. Category descriptions will state whether a Freelance Member may enter and will be marked with a pen symbol: *ℒ*. **To avoid duplicate entries, we ask Freelance Members to consult with the publication that printed the material before submitting it. Please confirm that the publication is not submitting the same work in the same category as you.**
6. All entries must be published in the calendar year 2016.
7. Submitters must follow all Catholic Press Awards rules regarding deadlines, submission instructions, and payment for their entries to be considered.

REASONS FOR DISQUALIFICATION

The following are common reasons why entries are disqualified from competition.

- **Too few submissions in a single category.** Every category requires at least two submissions total in order to be evaluated. Any category that has only one submission will be pulled from the competition. In this case, the submitter will be refunded their submission fee.
- **Entry does not meet submission requirements.** In order for judges to evaluate your submissions, entries must include all required components and they must be submitted properly. Please check the category descriptions to make sure your entries are correct. Be sure that hard copy submissions are sent in a timely manner and labelled correctly.

JUDGING

Faculty members from the Journalism Schools of Marquette University, Spring Hill College and DePaul University, along with select professionals familiar with the Catholic Press, will judge the entries.



SUBMISSION INSTRUCTIONS

GETTING STARTED

All entries are submitted digitally through the CPA awards website, <https://catholicpress.secure-platform.com/a/organizations/main/home>. Please read category descriptions to determine submission requirements for each category. If you have questions about eligibility, submissions, or payment, please visit our FAQ page. Tough questions may be directed to Elise Freed-Brown at efreed-brown@catholicpress.org or 312-380-6789.

CREATING A PROFILE

We receive entries through our awards website, <https://catholicpress.secure-platform.com/a/organizations/main/home>. The website allows you to view categories, make submissions, and pay in the same place.

Returning entrants can use the same login information they used last year. To create a new profile, click “Enter the Catholic Press Awards” on the homepage and follow prompts to create a username and password for your account. For simplicity’s sake, we recommend creating **one account** for your publication.

Publisher Members: Please write your publication in the “Organization Name” field so we know where the entries are coming from (i.e., The Catholic Journalist instead of The Catholic Press Association).

CREATING A NEW SUBMISSION

To create a new submission:

1. Either create your account or log into your existing account.
2. Click “Make Another Application” then “Enter Catholic Press Awards.” You will be prompted to review your past submissions or to begin a new submission.
3. Select “Click here to begin a new Submission.” Fill out the form as prompted and click “Save and Next” to continue. You can return to the previous form at any time.
4. At the end of the form, you have a few options:
 - a. Clicking “SAVE” and leaving the form saves your submission as “Incomplete.” You may return to the entry later, edit data, and complete the entry.
 - b. Clicking “ADD TO CART” saves your data and puts your submission in your cart. You can return to the entry later and pay for it, edit the data, or remove it from your cart.

Entries are marked “Complete” after you pay for them. Once an entry is marked “Complete,” you cannot edit it. **We recommend keeping submissions in your cart until you have created all of your entries and checked that they are correct.** Doing so will help prevent duplicate, missing, and incorrect entries for your organization.

5. You can view submissions that are incomplete, in your cart, and complete by clicking “My Applications.” To edit submissions that are incomplete, click “Edit” in the action column. For entries in your cart, click “Make Changes.”



2017 Catholic Press Awards *Spanish Language Division*

HARD COPY MATERIALS

The following categories require a hard copy submission in addition to the digital submission on the website: S19.

To ensure that your submissions are ready for judging:

- Consult the category description to confirm number of hard copies required and what material must be submitted by hard copy
- Provide clean material with no marks or highlighting on the submission
- Label your hard copy materials for easy identification (See LABELLING ENTRIES)
- If two sets of material are required, please clip together each set and affix a label to each set
- Hard copies need to be postmarked by February 10 and received by February 17 to be considered

LABELLING ENTRIES

Please label all hard copy submissions so that judges can identify them. To label your entries:

- From your profile, click “My Applications.” You have the option of printing the submission forms from you completed entries. Click “Print” next to form and affix print out to your hard copy entries. Be sure to print two forms if two hard copy entries are required.

OR

- Print the labels on the last page of the packet. Fill out all information, cut out label, and affix label to each set of hard copy submission.

Be sure to affix label to every set of hard copies. Hard copy entries that arrive without labels may be disqualified.

SHIPPING

In order to help with processing, please:

- Keep individual boxes to no more than 25 lbs
- Mark the outside of box with **Box 1 of #** being sent, and so on
- If paying by check, include printed invoice and payment in Box 1
- Delivery confirmation may have to be done through your carrier’s tracking service
- Call Elise Freed-Brown at 312-380-6789 with any questions



2017 Catholic Press Awards *Spanish Language Division*

ENTRY FEE & PAYMENT PROCESS

- ▶ \$36 per entry
- ▶ **First entry FREE**
 - Not required to purchase a paid entry
 - One free entry per Publisher or Freelance Member
 - Free entry automatically added to your cart

We accept payment through the awards website by credit card or check:

1. When you have items in your cart, a direct link to your cart will appear under “My Applications.” Click it to edit submission or pay for your entries.
2. Click the “CHECKOUT” button.
3. If you only submit one entry this year, you will receive a notice that your balance is zero and you will be prompted to finalize the transaction. If you have items to pay for, you will be prompted to pay by check or credit card.
4. Select your method of payment, then click “PROCESS.”
5. In the next screen, you will have the option to print your invoice and submission forms. Please print a copy of your invoice to include with your payment if you are paying by check.

MAIL HARD COPY MATERIALS AND PAYMENT TO:

CPA Awards Program
Catholic Press Association
205 West Monroe St., Suite 470
Chicago, IL 60606

ENTRY DEADLINE

11:59 pm CST – Friday, February 10, 2017

For all digital entries and postmarked material



2017 Catholic Press Awards *Spanish Language Division*

Labels for Hard Copy Submissions

Award # _____ (Example: S19)

Publication _____

City _____ State _____

Run date _____

Headline/Title _____

Byline, Credits _____

2017 Catholic Press Awards

Award # _____ (Example: S19)

Publication _____

City _____ State _____

Run date _____

Headline/Title _____

Byline, Credits _____

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Byline, Credits _____

2017 Catholic Press Awards