



2018 CPA Book Awards *Rules & Regulations*

Welcome to the 2018 CPA Book Awards

The purpose of the award program is to recognize the contributions and hard work of authors and publishers of Catholic work throughout 2017

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.

Thank you for participating and GOOD LUCK!



General Background Information

- ▶ All entries require:
 - Submission of a PDF cover and online application through <https://catholicpress.secure-platform.com/a/organizations/main/home>
 - Two copies of the book mailed to the CPA office
- ▶ Fee per entry:
 - \$76 per entry for non-members
 - \$36 per entry for CPA members
- ▶ All entries must be copyrighted in 2017 and published in the U.S. or Canada (WITH THE EXCEPTION OF B41)
- ▶ CPA members must be in good standing as of March 31, 2018 to receive the discounted rate
- ▶ Deadline: Midnight, February 4, 2018. Hard copies need to be postmarked by February 4 and received by February 11. Payment deadline is February 17.

The following pages contain:

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- ▶ Eligibility Requirements..... Page 6
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- ▶ Labels for Hard Copy Submissions..... Page 10



Categories & Descriptions

Please note: Some category numbers have been retired, so numbers are not consecutive.

B01: POPULAR PRESENTATION OF THE CATHOLIC FAITH

Books for a broad Catholic audience that present a particular aspect or a summary review of Catholic faith, life, history, the Bible, et al.

B02: SPIRITUALITY

Books on spiritual life and practice: meditation, Christian life, etc. Please submit books about prayer or books that are collections of prayers to **B34**.

B02a: Spirituality - Soft cover

B02b: Spirituality - Hard cover

B03: THEOLOGY

Books on theology, theological and philosophical studies, history of theology, church fathers and mothers, morality, ethics, Christology, Mariology, redemption, et al.

B04: SCRIPTURE

Books on popular and academic biblical studies.

B04a: Scripture - Popular studies

B04b: Scripture - Academic studies

B05: LITURGY

Books on the celebration of the Eucharist, sacraments, preaching.

B06: PASTORAL MINISTRY

Books on parish life and ministries within the parish setting: Eucharistic ministry, bereavement ministry, social outreach, marriage preparation, RCIA, religious education, counseling, adult education.

B07: PROFESSIONAL BOOKS

Books on professional development with a Catholic context.

B08: DESIGN AND PRODUCTION

Books that exhibit quality of design and total packaging.

B09: CHILDREN'S BOOKS AND BOOKS FOR TEENS

Books for Catholic children and teens that have a faith context.

B09a: Children's books

B09b: Books for teens & young adults

B10: FIRST TIME AUTHOR OF A BOOK

First-book authors on any Catholic interest topic.



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B11: FAMILY LIFE

Books on any aspect of marital relationships, family life, parenting, or grand-parenting that have a faith context.

B12: MARRIAGE

Explanation of church teachings on the sacrament of marriage.

B13: HISTORY

Books providing brief or extended historical studies of Catholic eras, movements, events.

B14: BIOGRAPHY

Biographies of persons that include some Catholic context.

B15: GENDER ISSUES

Books that address gender issues or sensitivity.

B16: REFERENCE BOOKS [UPDATED]

Books that provide in-depth resources in an encyclopedic or dictionary format. Both printed and e-books are accepted in this category.

B17: DIOCESAN DIRECTORY

Best diocesan directory from perspective of content, organization, design and accessibility.

B18: CATALOG

Best example of seasonal announcement catalog.

B18a: Best complete catalog

B18b: Best trade/seasonal catalog

B19: BEST BOOK BY A SMALL PUBLISHER

Book produced by a publisher with gross sales under \$500,000 per year, on any topic under the Catholic interest.

B20: CATHOLIC SOCIAL TEACHING

Books that engage contemporary social justice concerns within the context of faith and the gospel within contemporary society.

B21: FAITH AND SCIENCE

Books that encourage and enhance the respectful and appreciative conversation between science and faith.

B24: FAITHFUL CITIZENSHIP/RELIGIOUS FREEDOM

Books covering contemporary political issues and the formation of conscience.

B26: IMMIGRATION

Immigration issues and reform in the light of catholic social teaching.



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B27: COFFEE TABLE BOOK/RELIGIOUS ART

A "coffee table book" is usually a large-size hardcover book that is intended to sit on a coffee table or similar surface in an area where guests sit and are entertained. Pages consist mainly of photographs and illustrations with brief text. In the "Coffee Table Book" award category, Christian or Catholic content required for entries.

B28: CATHOLIC NOVELS

Books whose underlying theme involves Catholic faith, Catholic imagination, the Catholic story. The power of grace, the struggles of life on all levels, the gifts of the Spirit, God's closeness in the struggles of faith, in times of loss and sadness, in times of joy.

B33: BEST E-BOOK

Best book-length work published electronically as an e-book on any topic of Catholic interest without a printed version.

B34: PRAYER

Books about prayers or books that are collections of prayers.

B34a: Books about prayer

B34b: Collections of prayers

B35: ECUMENISM OR INTERFAITH RELATIONS

Books about ecumenism or interfaith relations.

B36: PILGRIAGES/CATHOLIC TRAVEL

Books about making a pilgrimage, pilgrimage sites, or sites of special interest to Catholics.

B37: SACRAMENTS

Books about one or more of the seven sacraments (baptism, reconciliation, Eucharist, confirmation, matrimony, holy orders, anointing of the sick).

B38: POPE FRANCIS

Books about his life, travels, or teachings. Books that include his writings are welcome in this category.

B39: NEWLY CANONIZED SAINTS [UPDATED]

Books about saints canonized within the past three years.

B40: Poetry

Books of poetry and poetry anthologies.

B41: BACKLIST BEAUTY [NEW]

Backlist books still actively published on any topic under Catholic interest. Book must be newly published between 2012 and 2017. Cumulative sales of title may not exceed 50,000 copies. Book must not have received a prior CPA Book Award or Honorable Mention.



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ELIGIBILITY REQUIREMENTS

The CPA Book Awards recognizes the achievement of publishers and authors of Catholic works. The following are eligibility requirements for entries to the CPA Book Awards:

1. Submitters need not be a CPA member to enter books.
2. Submitters may either be a publishing organization, author or editor of a book. Publishers may submit any book that they have published that meets the requirements. Authors may submit their own original work or work that they co-authored that meets the requirements. Editors may submit their own compilations or reference materials that meet the requirements. Copyeditors and translators are not eligible.
3. Neither the author nor the publishing company need to be Catholic to submit work. Work submitted must be supportive of the teachings of the Catholic Church and may not contradict or stand opposed to the teachings of the Catholic Church.
4. Entries must be the original work that is appropriately credited. Any items that are plagiarized or incorrectly credited will be disqualified.
5. All entries must be published in the calendar year 2016 in the U.S. or Canada.
6. Submitters must follow all Catholic Press Awards rules regarding deadlines, submission instructions, and payment for their entries to be considered.
7. CPA members receive the member rate of \$36 per entry. Publishers must be General Publisher Members and individual authors or editors must be either Freelance or Affiliate Members of the CPA to qualify for the member rate. Non-member entry fee is \$76.

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 books are sent in a timely manner and that they are labelled correctly.

JUDGING:

A group of experts and Catholic press professionals conducts judging.



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.

Please Note:

- All entries include two copies of the book sent to the CPA office except where specified (see description for B33: BEST E-BOOK), an online form and a PDF file of the book cover submitted through the awards website.
- Please include all contributing authors/editors in your submission.
- There is no limit to the number of entries in any category.

CREATING A PROFILE:

Entries are made through the website, <https://catholicpress.secure-platform.com/a/organizations/main/home>. The website allows you to view categories, make submissions, and pay for submissions in the same place.

Returning entrants can use the same login information they used last year. To create a new profile, click “Enter the CPA Book 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 organization.

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 CPA Book 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 the “Edit” button in the action column. For entries in your cart, click “Make Changes.”



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HARD COPY MATERIALS:

Please send **two copies** of each book per submission for judging purposes. To ensure that your submissions are ready for judging:

- Provide clean material with no marks or highlighting on the submission
- Label your hard copy materials for easy identification (See LABELLING ENTRIES)
- Hard copies need to be postmarked by February 4 and received by February 11 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.

Affix a label to the outside cover (front or back) of every book. Books 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 312-380-6789 with any questions



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ENTRY FEE & PAYMENT PROCESS

- ▶ \$76 per entry for non-members
- ▶ \$36 per entry for CPA members (\$40 savings per entry)

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. 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 BOOKS 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 4, 2018
For all digital entries and postmarked material



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Labels for Hard Copy Submissions

Award # _____ (Example: B02a)

Publisher _____

City _____ State _____

Copyright Date _____

Title _____

Authors/Editors _____

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Award # _____ (Example: B02a)

Publisher _____

City _____ State _____

Copyright Date _____

Title _____

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