



Welcome to the 2018 Catholic Press Awards

The purpose of the award program is to recognize the contributions and hard work of association members throughout 2017. Winner announcements occur during the annual Catholic Media Conference each June, appear in *The Catholic Journalist* with judge comments, and are available on the CPA website post CMC.

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

Entry Divisions Reorganized and Expanded to Seven

The Awards Committee is working to make it easier for members to find their favorite categories among the hundreds of possible entries. It reorganized the program from four divisions to seven including a new division for communication departments and organizations.

The All Member entries are now in the Digital and Business divisions. All General and Individual Excellence categories are now in the Excellence division. The new Communication division is for non-news content.

The Seven Divisions are:

- Business (All Member)
 - Advertising & Annual Report entries for all publisher members
- Digital (All Member)
 - Website, blogs, Social Media entries for all publisher members
- Communication Departments
 - Communicator and promotion work that is not press/news related
- General & Individual Excellence (All Member)
 - Top awards pulled from Newspaper, Magazine, Spanish Language & Communication divisions
- Magazine & Newsletter
 - Same as previous years without digital and excellence categories
- Newspaper
 - Same as previous years without digital and excellence categories
- Spanish Language
 - Same as previous years without digital and excellence categories

The Quick Look Chart shows categories sorted by topic so you can easily find entries by group, then identify the category number and use that to read the description and make your submission.

New categories are listed at the top of the Quick Look chart and marked NEW



General Background Information

- ▶ **First entry FREE**
 - One free entry per Publisher or Freelance Member when submitted before Feb. 5, 2018
 - Not required to purchase a paid entry
- ▶ \$36 for all digital entries and hardcopy material postmarked by February 4, 2018
- ▶ \$45 for all digital entries and hardcopy material postmarked by Feb. 11, 2018
- ▶ Submit all entries digitally even when hard copies are required.
- ▶ All entries are for work published in 2017.
- ▶ All members must be in good standing as of March 31, 2018.
- ▶ Entry Deadlines:
 - 11:59 p.m. CT, February 4, 2018 includes postmarked hardcopy material (\$36 per)
 - 11:59 p.m. CT, February 11, 2018 includes postmarked hardcopy material (\$45 per)
- ▶ Payment deadline is Tuesday, February 13.

The following pages contain:

- ▶ Quick look at categories Pages 3-4
- ▶ Category numbers and descriptions Pages 4-12
- ▶ Eligibility requirements Page 13
- ▶ Submission instructions Pages 14-15
- ▶ Payment instructions Page 16
- ▶ Labels for hard copy submissions Page 17





Quick Look

The Quick Look chart is designed to let you find entry categories by type instead of number. Use the category number (N35) to find the detailed description and to submit your entry in the award software.

Type	Number	Title
General Excellence	E01	BEST ELECTRONIC NEWSLETTER
General Excellence	E05	NEWSPAPER OF THE YEAR <ul style="list-style-type: none"> ▪ Weekly Diocesan Newspaper, Circulation 25,000 or less ▪ Weekly Diocesan Newspaper, Circulation 25,001 or more ▪ Non-Weekly Diocesan Newspaper, Circulation 25,000 or less ▪ Non-Weekly Diocesan Newspaper, Circulation 25,001 or more ▪ National Newspaper
General Excellence	E06	
General Excellence	E07	
General Excellence	E08	
General Excellence	E09	
General Excellence	E12	SPANISH PUBLICATION OF THE YEAR
General Excellence	E27a	MAGAZINE/NEWSLETTER OF THE YEAR <ul style="list-style-type: none"> ▪ National General Interest Magazines ▪ Diocesan Magazines ▪ Mission Magazines (Overseas and Home) ▪ Religious Order Magazines ▪ Professional & Special-Interest Magazines, including Clergy & Religious ▪ Scholarly Magazines ▪ Prayer & Spirituality Magazines ▪ Newsletters
General Excellence	E27b	
General Excellence	E27c	
General Excellence	E27d	
General Excellence	E27e	
General Excellence	E27f	
General Excellence	E27g	
General Excellence	E27h	
General Excellence	E27h	
Individual Excellence	E10	SPANISH STAFF WRITER OF THE YEAR
Individual Excellence	E11	SPANISH EDITOR OF THE YEAR
Individual Excellence	E13	WRITER OF THE YEAR
Individual Excellence	E14	COMMUNICATIONS DIRECTOR OF THE YEAR
Individual Excellence	E15	EDITOR OF THE YEAR
Individual Excellence	E16	ADVERTISING/BUSINESS/MARKETING PROFESSIONAL OF THE YEAR
Individual Excellence	E17	PHOTOGRAPHER OF THE YEAR
Individual Excellence	E18	GRAPHIC ARTIST/DESIGNER OF THE YEAR
Individual Excellence	E19	VIDEOGRAPHER/VIDEO PRODUCER OF THE YEAR
Individual Excellence	E20	MULTIMEDIA JOURNALIST OF THE YEAR
Individual Excellence	E21	SOCIAL MEDIA DIRECTOR OF THE YEAR
Individual Excellence	E22	BEST WEBSITE DESIGNER OF THE YEAR - NEWS



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.
-

General Excellence

Digital

E01: BEST ELECTRONIC NEWSLETTER



This category recognizes the extent to which a publication is using a periodic electronic newsletter to drive traffic to its website. Judges will examine frequency, design and content of this increasingly popular tool.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file containing any three consecutive electronic newsletters

Newspaper

E05: NEWSPAPER OF THE YEAR - Weekly Diocesan Newspaper, Circulation 25,000 or less



This subcategory is for publications that publish 40 or more issues per year and have a circulation of 25,000 or less. In this category, formerly known as "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 2017. The three consecutive issues constitute one entry, and only one entry is permitted. Please clip together each of the two sets and mail to the CPA office. Each entrant must submit a PDF copy of one page for possible use during the Catholic Press Awards Banquet.

E06: NEWSPAPER OF THE YEAR - Weekly Diocesan Newspaper, Circulation 25,001 or more



This subcategory is for publications that publish 40 or more issues per year and have a circulation of 25,001 or more. In this category, formerly known as "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 2017. The three consecutive issues constitute one entry, and only one entry is permitted. Please clip together each of the two sets and mail



to the CPA office. Each entrant must submit a PDF copy of one page for possible use during the Catholic Press Awards Banquet.

E07: NEWSPAPER OF THE YEAR - Non-Weekly Diocesan Newspaper, Circulation 25,000 or less



This subcategory is for publications that publish 39 or fewer issues per year and have a circulation of 25,000 or less. In this category, formerly known as "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 2017. The three consecutive issues constitute one entry, and only one entry is permitted. Please clip together each of the two sets and mail to the CPA office. Each entrant must submit a PDF copy of one page for possible use during the Catholic Press Awards Banquet.

E08: NEWSPAPER OF THE YEAR - Non-Weekly Diocesan Newspaper, Circulation 25,001 or more



This subcategory is for publications that publish 39 or fewer issues per year and have a circulation of 25,001 or more. In this category, formerly known as "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 2017. The three consecutive issues constitute one entry, and only one entry is permitted. Please clip together each of the two sets and mail to the CPA office. Each entrant must submit a PDF copy of one page for possible use during the Catholic Press Awards Banquet.

E09: NEWSPAPER OF THE YEAR - National Newspaper



In this category, formerly known as "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 2017. The three consecutive issues constitute one entry, and only one entry is permitted. Please clip together each of the two sets and mail to the CPA office. Each entrant must submit a PDF copy of one page for possible use during the Catholic Press Awards Banquet.

E12: SPANISH PUBLICATION OF THE YEAR



Formerly called "General Excellence." Judging 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 2017. 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.



Magazine & Newsletter

E27a: MAGAZINE/NEWSLETTER OF THE YEAR - National General Interest Magazines

In this category, 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 design.

An entry consists of two HARD COPY sets of any THREE consecutive issues published during 2017. Only one entry per publication is permitted. Please clip each set of issues together and mail to the CPA office. Each entrant must submit a PDF copy of one page for possible use during the Catholic Press Awards Banquet through the awards website.

E27b: MAGAZINE/NEWSLETTER OF THE YEAR - Diocesan Magazines

In this category, 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 design.

An entry consists of two HARD COPY sets of any THREE consecutive issues published during 2017. Only one entry per publication is permitted. Please clip each set of issues together and mail to the CPA office. Each entrant must submit a PDF copy of one page for possible use during the Catholic Press Awards Banquet through the awards website.

E27c: MAGAZINE/NEWSLETTER OF THE YEAR - Mission Magazines (Overseas and Home)

In this category, 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 design.

An entry consists of two HARD COPY sets of any THREE consecutive issues published during 2017. Only one entry per publication is permitted. Please clip each set of issues together and mail to the CPA office. Each entrant must submit a PDF copy of one page for possible use during the Catholic Press Awards Banquet through the awards website.

E27d: MAGAZINE/NEWSLETTER OF THE YEAR - Religious Order Magazines

In this category, 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 design.

An entry consists of two HARD COPY sets of any THREE consecutive issues published during 2017. Only one entry per publication is permitted. Please clip each set of issues together and mail to the CPA office. Each entrant must submit a PDF copy of one page for possible use during the Catholic Press Awards Banquet through the awards website.



E27e: MAGAZINE/NEWSLETTER OF THE YEAR - Professional & Special-Interest Magazines, including Clergy & Religious

In this category, 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 design.

An entry consists of two HARD COPY sets of any THREE consecutive issues published during 2017. Only one entry per publication is permitted. Please clip each set of issues together and mail to the CPA office. Each entrant must submit a PDF copy of one page for possible use during the Catholic Press Awards Banquet through the awards website.

E27f: MAGAZINE/NEWSLETTER OF THE YEAR - Scholarly Magazines

In this category, 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 design.

An entry consists of two HARD COPY sets of any THREE consecutive issues published during 2017. Only one entry per publication is permitted. Please clip each set of issues together and mail to the CPA office. Each entrant must submit a PDF copy of one page for possible use during the Catholic Press Awards Banquet through the awards website.

E27g: MAGAZINE/NEWSLETTER OF THE YEAR - Prayer & Spirituality Magazines

In this category, 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 design.

An entry consists of two HARD COPY sets of any THREE consecutive issues published during 2017. Only one entry per publication is permitted. Please clip each set of issues together and mail to the CPA office. Each entrant must submit a PDF copy of one page for possible use during the Catholic Press Awards Banquet through the awards website.

E27h: MAGAZINE/NEWSLETTER OF THE YEAR – Newsletters

In this category, 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 design.

An entry consists of two HARD COPY sets of any THREE consecutive issues published during 2017. Only one entry per publication is permitted. Please clip each set of issues together and mail to the CPA office. Each entrant must submit a PDF copy of one page for possible use during the Catholic Press Awards Banquet through the awards website.



Individual Excellence

E10: SPANISH STAFF WRITER OF THE YEAR

This category recognizes a staff writer for exemplary service to CPA publication(s) during 2017. 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 2017. 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. Staff writer contributors should upload a PDF file containing three to five samples through the awards website. You may also submit a PDF file or a Word document listing URLs if the samples are available online.

E11: SPANISH EDITOR OF THE YEAR

This category recognizes an editor's role responsibilities for overall publication for exemplary service to CPA publication(s) during 2017. 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 2017. 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. Writers who have editor responsibilities for publications should upload a PDF file containing three to five samples through the awards website. You may also submit a PDF file or a Word document listing URLs if the samples are available online.

E13: WRITER OF THE YEAR

This category recognizes an individual for exemplary service to CPA publication(s) or publisher members during 2017. 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.

An entry consists of three to five writing samples. 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 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.



E14: COMMUNICATIONS DIRECTOR OF THE YEAR

This category is for the best Communications Director representing a member diocese or organization's communication department/program. Entry will consist of a nomination by the person's colleague, as well as URL where judges can view website.

E15: EDITOR OF THE YEAR

This category recognizes an individual for exemplary service to CPA publication(s) or publisher members during 2017. 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.

An entry consists of three to five samples of the individual's efforts during 2017. 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 upload a PDF file containing three to five samples of the individual's efforts through the awards website. You may also submit a PDF file or a Word document listing URLs if the samples are available online.

E16: ADVERTISING/BUSINESS/MARKETING PROFESSIONAL OF THE YEAR

Entry should exemplify the high quality, professionalism and consistency of the nominated individual's work during 2017. For example, did they develop tools or strategies to better manage the operations, to improve customer service, to build relationships with clients and readers?

An entry consists of three to five samples of the individual's efforts during 2017. These samples need not be related to each other. While it is not necessary for the samples to have been printed in a CPA publication, each must have been used by a member organization in some way. 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 upload a PDF file containing three to five samples through the awards website. You may also submit a PDF file or a Word document listing URLs if the items are available online.

E17: PHOTOGRAPHER OF THE YEAR

This category recognizes an individual for exemplary service to CPA publication(s) or publisher members during 2017. 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.

An entry consists of eight to ten photos. 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 upload a PDF file containing eight to ten photos through the awards website. You may also submit a PDF file or a Word document listing URLs if the photos are available online.

E18: GRAPHIC ARTIST/DESIGNER OF THE YEAR



This category recognizes an individual for exemplary service to CPA publication(s) or publisher members during 2017. 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.

An entry consists of three to five graphics/designs. 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 upload a PDF file containing three to five graphics/designs through the awards website. You may also submit a PDF file or a Word document listing URLs if the graphics/designs are available online.

E19: VIDEOGRAPHER/VIDEO PRODUCER OF THE YEAR

This category recognizes an individual for exemplary service to CPA publication(s) or publisher members during 2017. 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.

An entry consists of three to five videos. 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 upload three to five videos through the awards website. You may also submit a PDF file or a Word document listing URLs if the videos are available online.

E20: MULTIMEDIA JOURNALIST OF THE YEAR

This category recognizes an individual for exemplary service to CPA publication(s) or publisher members during 2017. 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.

This category recognizes an individual for exemplary service to CPA publication(s) or publisher members during 2017. 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.

An entry consists of three to five articles, photos and videos. For this multimedia category, you must submit all three of the following: text, photos and videos. 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 upload three to five articles, photos and videos through the awards website.

E21: SOCIAL MEDIA DIRECTOR OF THE YEAR

This category is for the best social media professional representing a news outlet or diocese

Entry will consist of nomination by the person's supervisor (i.e. director of communications, bishop)



2018 Catholic Press Awards *Excellence Division*

E22: BEST WEBSITE DESIGNER OF THE YEAR – NEWS


This category is for the best overall website designer affiliated with a news outlet—

Entry will consist of nomination by the person's supervisor (i.e. editor of the paper) as well as URL where judges can view website



ELIGIBILITY REQUIREMENTS

The Catholic Press Awards is a recognition program for CPA members. The following eligibility requirements apply.

1. Submitters must be a CPA Publisher Member or Freelance Member in good standing. Member dues must be paid by March 31, 2018 to receive an award. **No refunds** offered after judging.
2. Entries must be the original work of a publication or freelancer. Include bylines/credits on all submissions. Plagiarized or incorrectly credited entries are grounds for disqualification.
3. Publisher Members may submit the work of any employee or freelancer. The author/creator need not be a Staff Member or Freelance Member.
4. **Freelance Members** may only enter designated categories marked with a pen symbol. 
 - Your work must appear in the print edition of, on the website of, or in promotion of a Publisher Member.
 - **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.
5. Only entries published in calendar year 2017 are accepted.

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, by different entrants, to qualify for evaluation. Submissions not evaluated receive refunds.
- **Entry does not meet submission requirements:** Entries must be submitted properly and include all required components to be evaluated by the judges. Please check the category descriptions to make sure your entries are correct. Be sure that hard copy submissions are postmarked by the deadline and labelled correctly. Disqualified entries are not eligible for a refund.

JUDGING

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



SUBMISSION INSTRUCTIONS

GETTING STARTED

Submit all entries digitally through the CPA awards website beginning January 2, 2018.

- <https://catholicpress.secure-platform.com/a/organizations/main/home>

The website allows you to view categories, make submissions, and pay in the same place.

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 Kathleen Holloway at cpaawards@catholicpress.org or contact the office at 312-380-6789.

CREATE A PUBLICATION PROFILE FIRST

For simplicity's sake, we recommend creating **one PROFILE account** for your publication.

- **Returning Entrants:** you can use the same login information you used last year
- **New Entrants:** click "Enter the Catholic Press Awards" on the homepage and follow prompts to create a username and password for your account
- **Publisher Members:** please enter your publication name in the "Organization Name" field instead of your company name (i.e., The Catholic Journalist instead of The Catholic Press Association)

CREATING A NEW SUBMISSION

1. Once logged into your Profile account, click "MAKE ANOTHER APPLICATION" then "ENTER CATHOLIC PRESS AWARDS" You will be prompted to review your past submissions or to begin a new submission.
2. 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.
 - a. All entries are marked "Incomplete" until paid.
3. Options after making submissions:
 - a. Save your work: Click "SAVE" to save your work and leave the form. You may return and edit it at any time, until you pay for it, by clicking on "MY APPLICATIONS" and clicking "EDIT".
 - b. Prepare to Pay: Click "ADD TO CART" to move your saved submission to your cart.
 - i. You may return and edit them by clicking "MAKE CHANGES" prior to paying.
 - ii. You can also remove it from your cart.
 - iii. Click "CHECKOUT" to pay
4. **Paid entries are marked "Complete" and cannot be edited.** Prior to paying, please proof all submissions in your cart for content accuracy and prevention of duplicate or missing entries.
5. To fix mistakes after completion, contact Kathleen Holloway at cpaawards@catholicpress.org on or before February 9, 2018.



HARD COPY MATERIALS

The following categories require a hard copy submission in addition to the digital submission on the website: E05-E09, E12, E27a-h.

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 4 and received by February 9 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 Kathleen Holloway at 312-380-6789 with any questions



ENTRY FEE & PAYMENT PROCESS

First Entry FREE

- ▶ One free entry per Publisher or Freelance Member when submitted before Feb. 5, 2018
- ▶ Not required to purchase a paid entry
- ▶ Free entry automatically added to your cart

Additional Entries

- ▶ \$36 for all digital entries and hardcopy material postmarked by February 4, 2018
- ▶ \$45 for all digital entries and hardcopy material postmarked between February 5 -11, 2018

Payment

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. When ready, 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 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 DEADLINES

\$36: 11:59 pm CST – Friday, February 4, 2018

\$45: 11:59 pm CST – Friday, February 11, 2018

For all digital entries and postmarked material



Labels for Hard Copy Submissions

Award # _____ (Example: A04)

Publication _____

City _____ State _____

Run date _____

Headline/Title _____

Byline, Credits _____

2018 Catholic Press Awards

Award # _____ (Example: A04)

Publication _____

City _____ State _____

Run date _____

Headline/Title _____

Byline, Credits _____

2018 Catholic Press Awards

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Byline, Credits _____

2018 Catholic Press Awards