



# 2018 Catholic Press Awards *Spanish Language Division*

---

## 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**
  - Not required to purchase a paid entry
  - One free entry per Publisher or Freelance Member when submitted before Feb. 5, 2018
- ▶ \$36 for all digital entries and hardcopy material postmarked by Feb. 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 category chart..... Page 3
- ▶ Category numbers and descriptions ..... Pages 4-11
- ▶ Eligibility requirements ..... Page 12
- ▶ Submission instructions ..... Page 13
- ▶ Payment instructions ..... Page 14



# 2018 Catholic Press Awards *Spanish Language Division*

## Quick Look

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

Type	Number	Title	
Editorial	<b>S23</b>	BEST COVERAGE OF SHARE THE JOURNEY	New
Editorial	<b>S36</b>	BEST COVERAGE OF THE PAPAL TRIPS OVERSEAS	New
Editorial	<b>S38</b>	BEST COVERAGE OF CANONIZATIONS	New
Photography	<b>S29b</b>	BEST PHOTO STORY – Share the Journey	New
Photography	<b>S30b</b>	BEST MULTIPLE PICTURE PACKAGE - Share the Journey	New
Photography	<b>S32b</b>	BEST PHOTOGRAPH - Share the Journey	New

Design	S31a	BEST USE OF ART OR GRAPHICS
Design	S31b	<ul style="list-style-type: none"> <li>▪ Best Use of Art or Graphics</li> </ul>
Design	S31c	<ul style="list-style-type: none"> <li>▪ Best Original Illustration</li> </ul>
		<ul style="list-style-type: none"> <li>▪ Best Chart or Information Graphic</li> </ul>
Design	S33	BEST FRONT PAGE
Design	S34	BEST MAGAZINE COVER
Design	S44	BEST LAYOUT OF ARTICLE OR COLUMN
Editorial	S01a	BEST NEWS WRITING –
Editorial	S01b	<ul style="list-style-type: none"> <li>▪ Local/Regional Event</li> <li>▪ National/International Event</li> </ul>
Editorial	S02	BEST FEATURE STORY
Editorial	S03	BEST EDITORIAL PAGE
Editorial	S04a	BEST REGULAR COLUMN
Editorial	S04b	<ul style="list-style-type: none"> <li>▪ General Commentary</li> </ul>
Editorial	S04c	<ul style="list-style-type: none"> <li>▪ Spiritual Life</li> </ul>
Editorial	S04d	<ul style="list-style-type: none"> <li>▪ Scripture</li> </ul>
Editorial	S04e	<ul style="list-style-type: none"> <li>▪ Family Life</li> <li>▪ Culture, The Arts and Leisure</li> </ul>
Editorial	S05	BEST PERSONALITY PROFILE
Editorial	S06	BEST IN-DEPTH ANALYSIS
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
Editorial	S22	BEST EDITORIAL
Editorial	<b>S23</b>	BEST COVERAGE OF SHARE THE JOURNEY



# 2018 Catholic Press Awards *Spanish Language Division*

Editorial	S27	BEST PARISH PROFILE
Editorial	S28	BEST ESSAY REFLECTING ON FAITH FORMATION
Editorial	S35	BEST INTERVIEW
Editorial	<b>S36</b>	BEST COVERAGE OF THE PAPAL TRIPS OVERSEAS
Editorial	S37	BEST COVERAGE OF VIOLENCE IN OUR COMMUNITIES
Editorial	<b>S38</b>	BEST COVERAGE OF CANONIZATIONS
Editorial	S39	BEST COVERAGE OF PRO-LIFE ISSUES
Editorial	S41	BEST COVERAGE OF ECUMENICAL/INTERFAITH ISSUES
Editorial	S45a	BEST REPORTING OF SOCIAL JUSTICE ISSUES <ul style="list-style-type: none"> <li>▪ Life and Dignity of the Human Person</li> <li>▪ Call to Family, Community and Participation</li> <li>▪ Rights and Responsibilities</li> <li>▪ Option for the Poor and Vulnerable</li> <li>▪ Dignity and Rights of the Workers</li> <li>▪ Solidarity</li> <li>▪ Care for God’s Creation</li> </ul>
Editorial	S45b	
Editorial	S45c	
Editorial	S45d	
Editorial	S45e	
Editorial	S45f	
Editorial	S45g	
Editorial	S47	BEST REPORTING ON THE V ENCUENTRO
Editorial	S48	BEST SPORTS REPORTING
Editorial	S49	BEST REPORTING ON LATIN AMERICA
Photography	S29a	BEST PHOTO STORY <ul style="list-style-type: none"> <li>▪ Best Photo Story</li> <li>▪ Share the Journey</li> </ul>
Photography	<b>S29b</b>	
Photography	S30a	BEST MULTIPLE PICTURE PACKAGE <ul style="list-style-type: none"> <li>▪ Best Multiple Picture Package</li> <li>▪ Share the Journey</li> </ul>
Photography	<b>S30b</b>	
Photography	S32a	BEST PHOTOGRAPH <ul style="list-style-type: none"> <li>▪ Best Photograph</li> <li>▪ Share the Journey</li> </ul>
Photography	<b>S32b</b>	
Photography	S46	BEST STORY AND PHOTO PACKAGE

## *Categories & Descriptions*

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.



# 2018 Catholic Press Awards *Spanish Language Division*

---

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

## **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.



## 2018 Catholic Press Awards *Spanish Language Division*

---

### **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.

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.

### **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.



## 2018 Catholic Press Awards *Spanish Language Division*

---

### **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.

### **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.

### **S23: BEST COVERAGE OF SHARE THE JOURNEY**

[NEW]

This category is for original content about sharing the journey. 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 Share the Journey 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.



## 2018 Catholic Press Awards *Spanish Language Division*

---

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 Share the Journey 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: Share the Journey

[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 Share the Journey 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

[UPDATED]

S30b: Share the Journey

[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 Chart or Information Graphic**

A chart, graph or other info-graphic that helps explain a news or analysis story. Developed specifically for the publication by the publication's staff or a commissioned freelance artist.





## 2018 Catholic Press Awards *Spanish Language Division*

---

### **S32: BEST PHOTOGRAPH**

Photos may be black and white or color. Digitally manipulated images are not eligible. Please enter photographs of Share the Journey 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: Share the Journey

[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**

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 TRIPS OVERSEAS**

[NEW]

This category is for original content about the Pope Francis' trips overseas originating with the publication. 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 and 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 papal trips were published. You may also submit a list of URLs if your content is available online.



## 2018 Catholic Press Awards *Spanish Language Division*

---

### **S37: BEST COVERAGE OF VIOLENCE IN OUR COMMUNITIES**

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 CANONIZATIONS** **[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.

### **S39: BEST COVERAGE OF PRO-LIFE ISSUES** **[UPDATED]**

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.

### **S41: BEST COVERAGE OF ECUMENICAL/INTERFAITH ISSUES**

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.



## 2018 Catholic Press Awards *Spanish Language Division*

---

### **S44: BEST LAYOUT OF ARTICLE OR COLUMN**

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**

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**

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.

### **S47: BEST REPORTING ON THE V ENCUESTRO**

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**

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.



## 2018 Catholic Press Awards *Spanish Language Division*

---

### **S49: BEST REPORTING ON LATIN AMERICA**

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.




# 2018 Catholic Press Awards *Spanish Language Division*

---

## ***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](mailto: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](mailto:cpaawards@catholicpress.org) on or before February 9, 2018.



# 2018 Catholic Press Awards *Spanish Language Division*

## ***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 DEADLINE**

\$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