



2018 CPA Book Awards *Judging Instructions*

Welcome to the 2018 CPA Book Awards

The purpose of the award program is to recognize the contributions to Catholic discourse from authors and publishers throughout 2017.

We thank you for taking the time to evaluate submissions to the CPA Book Awards. This is a valuable program, and we could not manage it without your expertise and your effort.

The following are instructions for judging the 2018 CPA Book Awards. If you have any questions about the judging process, please contact Kathleen Holloway at 312-380-6789 or kholloway@catholicpress.org.

Thank you for participating!



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Getting Started

Awards Website

All judging for the CPA Book Awards will take place in our awards website: <https://catholicpress.secure-platform.com/a/>. On this website, you can view all of your judging assignments, add comments, and choose winning entries.

Returning judges can log onto the website using the same email and password as last year. If you do not remember your password, click the “lost password?” link to reset it.

New judges: A profile has already been created for you in our system. When judging opens, you will receive an email that automatically assigns a password to your account. Use this password to log in, update your profile, and evaluate entries.

Receiving Books

With the exception of B33: Best E-Book, all categories require that entrants send two copies of their book to the CPA office. During the week of February 19, Kathleen will ship a copy of your assigned books to the address listed in your profile. She will confirm the shipment with an email and a USPS tracking number.

Placement in CPA Book Awards and Comments on Winners

Winners can achieve First Place, Second Place, Third Place, or Honorable Mention (fourth and fifth place). It is not required for judges to assign Honorable Mentions for each category. Please feel free to do so if you think someone earned it.

Please provide comments for any entries assigned First, Second, or Third Place. You are not required to provide comments for all submissions—only for First, Second, and Third Place. A couple of sentences that briefly summarize the reason an entry deserved placement can be useful to next year’s participants.

Eligibility and Disqualification

The CPA office does its best to intercept entries that are ineligible. Due to the high volume of entries, sometimes ineligible submissions get through. You have full authority to disqualify an entry for the following reasons:

- Book’s copyright date is not 2017
- Content of book does not match the category entered

If you need to disqualify an entry, please confirm with Kathleen Holloway at kholloway@catholicpress.org or 312-380-6789 so she can remove the entry from your assignments.



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INSTRUCTIONS

- 1. Access your assignments.** From the homepage of the awards website, enter your email and password to log in. Once you are in, click “My Judging Assignments.” Click “Open” on the line that indicates to 2018 CPA Book Awards. Click “Open” again on the line that says “View All Categories.” All of your assigned submissions will show up. You can filter your submissions by category and status (scored or unscored) in the sidebar on the right side of the screen.
- 2. Evaluating an entry.** Click “View Application” next to an entry that you wish to judge. You will see two columns: the application on the left and the evaluation form on the right. Clicking “Next” at the end of the Applicant Information will pull up the Submission Form, where you can confirm the copyright date. You can click back and forth between the Applicant Information and Submission Form and the Evaluation Form will stay where it is.

After evaluating the entry, click “Save and Back to List” to save your changes and go back to a list of submissions. Click “Save and Go to Next” to save changes and pull up the next unscored submission.

Even though you only need to select placements for 3-5 books per category, please evaluate all entries in your assigned categories. You have the option to select “No Placement” for entries that do not place. You do not need to provide comments for entries that do not place.

- 3. Editing judgments.** Nothing is final until the judging period is closed. If you want to change an evaluation, search for it using the filters in the right side of the screen, then click “View Application.” Change the placement as you see fit. Be sure to save your changes.

JUDGING DEADLINE:

11:59 p.m. CT – Saturday, March 31, 2018