



2019 Catholic Press Association *Student and Alumni Awards*

Welcome to the 2019 CPA Alumni Magazine Awards

The purpose of the Alumni Magazine Award program is to recognize quality work coming for Catholic universities and in particular those with strong communication and journalism schools. Often universities have connections with the Catholic Press Association where graduates may be working in the Catholic press or have judges who assist with the CPA Awards Program.

Some alumni magazines are members of the CPA and it was through this involvement that categories were developed for those members. The Alumni Magazine Division is part of the University Program and also includes categories for students and student publications.

Winner announcements occur during the annual Catholic Media Conference each June, appear in June's *The Catholic Journalist* with judge's comments, and are available on the CPA website after the convention.

If you have questions about the CPA Alumni Awards or the Catholic Press Association, please email cpaawards@catholicpress.org. You may also call the office at 312-380-6789.

Thank you for participating and GOOD LUCK!



2019 Catholic Press Association *Student and Alumni Awards*

General Background Information

- ▶ \$36 per entry - Magazine Member
- ▶ \$45 per entry - Magazine Non - Member
- ▶ Submit all entries digitally through the CPA Student and Alumni awards website.
- ▶ This Symbol 📄 indicates where hard copies are required
- ▶ All entries are for work published during the 2018 calendar year.
- ▶ Submission period: November 5, 2018 through February 3, 2019 at 11:59 p.m. CT
- ▶ Payment deadline: February 15, 2019.

The following pages contain:

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- ▶ Eligibility Requirements..... Page 4
- ▶ Submission Instructions..... Page 5-6
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Categories and Descriptions

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

AM: ALUMNI MAGAZINES FROM CATHOLIC COLLEGES OR UNIVERSITIES

Only Alumni magazines from Catholic colleges or universities may enter AM01 through AM06 subcategories.

AM01: Best Feature Article:

Feature articles tell stories covering a group, trend or event of general interest. Articles on or profiles of one person will not be judged in this category and should be entered in category AM03. Judges will not consider accompanying photographs, charts or illustrations.

An entry consists of one PDF file of the page(s) on which the feature article was published.

AM02: Best Interview:

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

An entry consists of one PDF file containing the page(s) on which the interview was published.

AM03: Best multiple picture package or 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.

An entry consists of one PDF file containing the page(s) on which the photos were published.

AM04: Best Personality Profile:

A personality profile conveys the uniqueness of a living or deceased person. Usually includes comments by others about this person.

An entry consists of one PDF file containing the page(s) on which the personality profile was published.

AM05: Best Single Photo:

Entries may be black-and-white or color. Entries will be judged on the content of the photo, picture quality and usage.

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.

AM06: Alumni Magazine of the Year:

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 2018. 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.





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ELIGIBILITY REQUIREMENTS

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

1. Entries must be from a Publisher 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 freelance member. Include bylines/credits on all submissions. Plagiarized or incorrectly credited entries will be disqualified without refund of entry fee.
3. Only entries published in calendar year 2018 will be accepted.

REASONS FOR ELLIMINATION OR DISQUALIFICATION

- **Fewer than two submissions per category:** Every category requires at least two submissions, by different entrants, to qualify for evaluation. Under this scenario we will refund your entry fee.
- **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 copies are labeled correctly and received by the CPA office no later than 4:00PM CT February 8, 2019.
 - Under this scenario we will not refund your entry fee.

JUDGING

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



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SUBMISSION INSTRUCTIONS

GETTING STARTED:

All entries are submitted digitally through the CPA Student and alumni awards website, <https://catholicpress.secure-platform.com/a/solicitations/home/27>. On the CPA awards website, you may log into or create a new profile, create and edit submissions, and pay for entries.

Please read category descriptions to determine submission requirements for each category. If you have questions about eligibility, submissions, or payment, please visit our [Student and Alumni awards web page](#). If you need further assistance, please email cpawards@catholicpress.org or call 312-380-6789

CREATING A PROFILE:

To register a new profile, visit the homepage of the awards website and click “Enter the CPA Student and Alumni Awards”. Follow the prompts to create a username and password for your account.

If you participated in a CPA Awards program in a previous year, you already have a profile. Please enter your email and password to access your profile. If you do not remember your password you may press “reset password” to create a new one.

CREATING A NEW SUBMISSION:

To create a new submission:

1. Either create your profile or log into your existing profile.
2. Click “Make Another Application” then “Enter CPA Student and Alumni 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 only marked “Complete” after you pay for them. Once an entry is marked “Complete,” you will not be able to edit the entry by yourself. If you need to make correction after marking the entry “complete,” email cpaawards@catholicpress.org so we may edit the entry for you. **We recommend keeping submissions in your cart until you have created and reviewed all of your submissions.** Doing so will help prevent duplicate, missing, and incorrect entries.

5. You can view submissions that are incomplete, in your cart, and complete them by clicking “My Applications.” To edit submissions that are incomplete, click “Edit” in the action column. For entries in your cart, click “Make Changes.” If you need to make changes to a complete entry (an entry that you have paid for), email cpaawards@catholicpress.org. We can edit entries for you up to the submission deadline February 3, 2019.



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HARD COPY MATERIALS indicated with the label 📄

The following category requires a hard copy submission in addition to the digital submission on the website: AM06.

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 Hard Copy Labeling).
- If two sets of material are required, please clip together each set and affix a label to each set.
- All hard copies received at the CPA office after February 8 are disqualified.

HARD COPY LABELING

- Labels are found at the back of the packet.
- Every hard copy submission must have its own label.
- Hard copy entries without labels are disqualified, without refund.

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

SHIPPING

- 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.
- For delivery confirmation use your carrier's tracking service.
- All materials must be **received** by February 8, 2019.
- Due to building hours, please do not ship your items with signature required, as this may delay the arrival.

Call the CPA office at 312-380-6789 with any questions.



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ENTRY FEE & PAYMENT PROCESS

Rates

- ▶ \$36 per entry - Magazine Member
- ▶ \$45 per entry - Magazine Non - Member

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. Select your method of payment, then click “PROCESS.”
4. If paying by check, please mail payment to the address below.
5. In the next screen, you will have the option to print your invoice and submission forms. You will also receive a copy of your invoice and submission forms via email. **Please print a copy of your invoice to include with your payment if you are paying by check.**

MAIL PAYMENT TO:

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

ENTRY DEADLINE:

11:59 p.m. CT – Sunday, February 3, 2019



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HARD-COPY LABELS

Category # _____ Application # _____
Publication _____
City _____ State _____
Run date _____
Headline/Title _____

Byline, Credits _____

2019 CPA Student and Alumni Awards

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