



2019 CPA Book Awards *Rules & Regulations*

Welcome to the 2019 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 2018.

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!



2019 CPA Book Awards *Rules & Regulations*

GENERAL BACKGROUND INFORMATION

- ▶ All entries require:
 - Submission of a PDF cover and online application through <https://catholicpress.secure-platform.com/a/solicitations/home/28>.
 - Each submissions requires 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 2018 and published in the U.S. or Canada (WITH THE EXCEPTION OF B41, B45 and B46).
- ▶ All members must be in good standing as of March 31, 2019.
- ▶ Deadline: 11:59 pm Central Time Sunday, February 3, 2019.
- ▶ All Books must be received by February 8, 2019.
- ▶ Payment deadline is Friday, February 15, 2019.

The following pages contain:

- ▶ Category Numbers and Descriptions..... Pages 3-6
- ▶ Eligibility Requirements..... Page 7
- ▶ Submission Instructions..... Pages 8-9
- ▶ Payment Instructions..... Page 10
- ▶ Hard - Copy Labels.....Page 11



CATEGORIES & DESCRIPTIONS

New 2019 categories are marked **NEW**

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, etc.

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

UPDATED

Depending on which subcategory you choose these books will include topics on theology, theological and philosophical studies, history of theology, Church Fathers and Mothers, morality, ethics, Christology, Mariology, redemption, etc.

B03a: theology, theological and philosophical studies.

B03b: history of theology, Church Fathers and Mothers.

B03c: morality, ethics, Christology, Mariology, redemption, etc.

B04: Scripture

Books on popular and academic biblical studies.

B04a: Scripture - Popular studies

B04b: Scripture - Academic studies

B05: Liturgy

UPDATED

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

B05a: Liturgy - Soft cover

B05b: Liturgy - Hard cover

B06: Pastoral Ministry

UPDATED

Depending on which subcategory you choose these books will focus on parish life and ministries within the parish setting:

B06a: Pastoral Ministry – Parish Life

Books on Parish life and ministries within the parish setting: Marriage, Family life, Marriage Preparation, Social Concerns, Outreach, Peace and Justice initiatives, Youth ministries, Aging, Counseling.

B06b: Pastoral Ministry – Catechetical

Books on faith formation, religious education, RCIA, Adult and continuing education, CCD, Textbooks, newest volume in a series, workbooks, manual and supplementary books used in classroom or group or individual faith development, providing understanding of the Church's teachings and practices.



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B07: Church Professional**UPDATED**

Books on knowledge and professional growth for those involved directly in Church ministry and Church - related work

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 topic of Catholic interest

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 Catholic context

B15: Gender Issues

Books that address gender issues or sensitivity

B16: Reference Books

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



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B20: Catholic Social Teaching

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

B21: Faith and Science

Books that encourage and enhance the respectful and constructive 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

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 is 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, and God's closeness in the struggles of faith, in times of loss and sadness, and in times of joy are examples of this.

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: Pilgrimages/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.



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B39: Newly Canonized Saints

Books about saints canonized within the past three years

B40: Poetry

Books of poetry and poetry anthologies

B41: Backlist Beauty

Backlist books still actively published on any topic under Catholic interest. Book must be newly published between 2012 and 2018. Cumulative sales of title may not exceed 50,000 copies. Book must not have received a prior CPA Book Award or Honorable Mention.

B42: Best Front Cover Artwork

NEW

Best book cover artwork. This category still requires hard copies of books so judges can look at content if needed to help judge. A PDF file of the art work must be uploaded on submission form.

B43: Best Memoir

NEW

Book represents first-person accounts of conversion, spiritual growth dealing with a crisis, or reversion to faith in a Catholic context

B44: Healing

NEW

Books that provide understanding, support, practical help. Book may be intended for the reader--and/or someone the reader knows, loves, or supports-- who are encountering pain, illness, suffering, bereavement. More specifically, subjects might include broken relationships, aging, dying, depression, cancer, loneliness, etc. Book will emphasize physical and emotional help, with special emphasis on the spiritual.

B45: Best New Religious Book Series

NEW

Best religious book series with at least **one** or more volumes published in 2018. Series may not exceed five volumes.

B46: Catechetical Series

NEW

This is a series of texts meant for systematic education in the Catholic faith within a catechetical context. A catechetical series must have either **one** new title published in 2018, or a revision of the series released in 2018. Series may not exceed five volumes.



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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) You do not have to be a CPA member to enter into the Book Awards.
- 2) Entries may either be from a publishing organization, author or editor of a book. Publishers may submit any book that they have published that meets the requirements.
 - 2a. Authors may submit their own original work or work that they co-authored that meets the requirements.
 - 2b. Editors may submit their own compilations or reference materials that meet the requirements.
 - 2c. Copy – editors and translators are not eligible.
- 3) Neither the author nor the publishing company need to be Catholic to submit work.
 - 3a. 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 2018 in the U.S. or Canada. (WITH THE EXCEPTION OF B41, B45 and B46).
- 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:

Book judges include editors, authors, academics, and theologians familiar with Catholic publishing.



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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 [book awards website page](#). More difficult questions may be directed to cpaawards@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 can 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 must be received by February 8 to be considered.

LABELLING ENTRIES:

Please label all hard copy submissions so that judges can identify them. To label your entries:

- 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 will 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 by 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 – Sunday, February 3, 2019



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HARD - COPY LABELS

Award # _____ (Example: B02a)

Publisher _____

City _____ State _____

Copyright Date _____

Title _____

Authors/Editors _____

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Publisher _____

City _____ State _____

Copyright Date _____

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