



2019 Catholic Press Awards *Newspaper Division*

Welcome to the 2019 Catholic Press Awards

The purpose of the award program is to recognize the contributions and hard work of association members throughout 2018. Winner announcements occur each June during the annual Catholic Media Conference, in *The Catholic Journalist* with judge comments, and on the CPA website.

Each CPA Publisher Member, Communication Director, and Freelance Member may submit **one FREE entry**.

The Quick Look Chart on page 3 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 2019 categories are listed at the top of the Quick Look chart and marked **NEW**



GENERAL BACKGROUND INFORMATION

▶ Free Entry

- One free entry per CPA Publisher or Freelance Member when submitted by 11:59 pm Central Time on Sunday, January 27, 2019
- Free entry may be your only entry
- ▶ \$36 for all entries submitted by 11:59 pm Central Time on Sunday, January 27, 2019
- ▶ \$45 for all entries between January 28 and February 3, 2019
- ▶ This Symbol 📄 indicates where hard copies are required
- ▶ All entries are for work published in 2018.
- ▶ All members must be in good standing as of March 31, 2019.
- ▶ Deadlines:
 - 11:59 p.m. CT, January 27, 2019 (\$36 per entry)
 - 11:59 p.m. CT, February 3, 2019 (\$45 per entry)
 - **All hardcopies must be received by February 8, 2019** so judges can receive the material on time
- ▶ Payment deadline is Friday, February 15, 2019.

The following pages contain:

- ▶ Quick look at categories Pages 3-7
- ▶ Category numbers and descriptions Pages 8-23
- ▶ Eligibility requirements Page 24
- ▶ Submission instructions Pages 25-26
- ▶ Payment instructions Page 27
- ▶ Hard-copy Labels Page 28



2019 Catholic Press Awards *Newspaper Division*

QUICK LOOK

The Quick Look chart is designed to let you find entry categories by type instead of number. Use the category number (N335) to find the detailed description and to submit your entry in the award software.

Type	Number	Title	
Editorial	N711	Hot Topic – Best coverage on the Sexual Abuse Crisis	New
Editorial	N521e	Best Coverage of a Disaster or Crisis	New

General Excellence	GN111a	Best Newspaper <ul style="list-style-type: none"> • Best Newspaper – Non-Weekly Diocesan Newspaper, Circulation 25,000 or Less • Best Newspaper – Non-Weekly Diocesan Newspaper, Circulation 25,001 or More • Best Newspaper – National Newspaper • Best Newspaper – Weekly Diocesan Newspaper, Circulation 25,000 or Less • Best Newspaper – Weekly Diocesan Newspaper, Circulation 25,001 or More
General Excellence	GN111b	
General Excellence	GN111c	
General Excellence	GN111d	
General Excellence	GN111e	
Design Advertising	N321a	Best Annual Report <ul style="list-style-type: none"> • Best Annual Report – (Arch) Diocesan Finances • Best Annual Report – Catholic Nonprofit Organization
Design Advertising	N321b	
Design Advertising	N322	Design Advertising
Design Advertising	N323	Best Ad Copywriting
Design Advertising	N325	Best Promotional House Ad
Design Advertising	N331	Best Media Kit 2018
Design Advertising	N335a	Best Single Ad Originating with the Publication <ul style="list-style-type: none"> • Best Single Ad Originating with the Publication – Black-and-White • Best Single Ad Originating with the Publication – Color • Best Single Ad Originating with the Publication – Online Ad
Design Advertising	N335b	
Design Advertising	N335c	
Design Advertising	N341	Best Example of Effective Advertising Promotion Originating with the Publication or Publications Web Site
Design Advertising	N343	Best Ad Campaign Originating with the Publication for Advertiser
Design Advertising	N345	Most Effective Use of Small Space
Design Advertising	N347	Best Special Supplement or Special Issue with Advertising Emphasis
Design Publication	N361a	Best Front Page <ul style="list-style-type: none"> • Best Front Page – Broadsheet • Best Front Page – Tabloid
Design Publication	N361b	
Design Publication	N365a	Best Use of Graphics <ul style="list-style-type: none"> • Best Use of Graphics – Art or Graphics • Best Use of Graphics – Best Chart or Information Graphic • Best Use of Graphics – Best Original Illustration
Design Publication	N365b	
Design Publication	N365c	
		Best Layout of Article or Column



2019 Catholic Press Awards *Newspaper Division*

Design Publication	N371a	<ul style="list-style-type: none"> Best Layout of Article or Column – Non-Weekly Diocesan Newspaper, Circulation 25,000 or Less
Design Publication	N371b	<ul style="list-style-type: none"> Best Layout of Article or Column – Non-Weekly Diocesan Newspaper, Circulation 25,001 or More
Design Publication	N371c	<ul style="list-style-type: none"> Best Layout of Article or Column – National Newspaper or Wire Service Best Layout of Article or Column – Weekly Diocesan Newspaper, Circulation 25,000 or Less
Design Publication	N371d	
Design Publication	N371e	<ul style="list-style-type: none"> Best Layout of Article or Column – Weekly Diocesan Newspaper, Circulation 25,001 or More
Design Publication	N381	Best Redesign
Editorial	N511	Best Regular Column by Bishop or Archbishop
Editorial	N513a	Best Regular Column <ul style="list-style-type: none"> Best Regular Column – Culture, the Arts and Leisure Best Regular Column – Family Life Best Regular Column – General Commentary Best Regular Column – Scripture Best Regular Column – Spiritual Life
Editorial	N513b	
Editorial	N513c	
Editorial	N513d	
Editorial	N513e	
Editorial	N521a	Best Coverage <ul style="list-style-type: none"> Best Coverage – Immigration Best Coverage – Local Politics Best Coverage – Papal Trips Best Coverage – Religious Liberty Issues
Editorial	N521b	
Editorial	N521c	
Editorial	N521d	
Editorial	N523a	Best Coverage of Ecumenical and Interfaith Issues <ul style="list-style-type: none"> Best Coverage of Ecumenical and Interfaith Issues – Diocesan Newspaper Best Coverage of Ecumenical and Interfaith Issues – National Newspaper or Wire Service
Editorial	N523b	
Editorial	N527	Best Coverage of Pro-Life Issues
Editorial	N529	Best Coverage of Violence in Our Communities – Diocesan Newspaper, National Newspaper or Wire Service
Editorial	N531a	Best Editorial on a Local Issue <ul style="list-style-type: none"> Best Editorial on a Local Issue – Non-Weekly Diocesan Newspaper, Circulation 25,000 or Less Best Editorial on a Local Issue – Non-Weekly Diocesan Newspaper, Circulation 25,001 or More Best Editorial on a Local Issue – Weekly Diocesan Newspaper, Circulation 25,000 or Less Best Editorial on a Local Issue – Weekly Diocesan Newspaper, Circulation 25,001 or More
Editorial	N531b	
Editorial	N531c	
Editorial	N531d	
Editorial	N532a	Best Editorial on a National or International Issue <ul style="list-style-type: none"> Best Editorial on a National or International Issue – Non-Weekly Diocesan Newspaper, Circulation 25,000 or Less Best Editorial on a National or International Issue – Non-Weekly Diocesan Newspaper, Circulation 25,001 or More Best Editorial on a National or International Issue – National
Editorial	N532b	
Editorial	N532c	



2019 Catholic Press Awards *Newspaper Division*

Editorial	N532d	Newspaper
Editorial	N532e	<ul style="list-style-type: none"> Best Editorial on a National or International Issue – Weekly Diocesan Newspaper, Circulation 25,000 or Less Best Editorial on a National or International Issue – Weekly Diocesan Newspaper, Circulation 25,001 or More
Editorial	N534a	Best Editorial Page or Section
Editorial	N534b	
Editorial	N536a	Best Feature Writing
Editorial	N536b	
Editorial	N536c	
Editorial	N536d	
Editorial	N536e	
Editorial	N541	Best Headline
Editorial	N551	Explanation of Marriage
Editorial	N561a	Best In-Depth News/Special Reporting
Editorial	N561b	
Editorial	N563a	Best Investigative News Writing
Editorial	N563b	
Editorial	N564a	Best Analysis/Background/Round-Up News Writing
Editorial	N564b	
Editorial	N565a	Best News Writing on a Local or Regional Event
Editorial	N565b	
Editorial	N565c	
Editorial	N565d	
Editorial	N567a	Best News Writing on National or International Event
Editorial	N567b	



2019 Catholic Press Awards *Newspaper Division*

Editorial	N567c	<ul style="list-style-type: none"> Best News Writing on National or International Event – National Event, Diocesan Newspaper
Editorial	N567d	<ul style="list-style-type: none"> Best News Writing on National or International Event – National Event, National Newspaper or Wire Service
Editorial	N571a	<p>Best Personality Profile</p> <ul style="list-style-type: none"> Best Personality Profile – Non-Weekly Diocesan Newspaper, Circulation 25,000 or Less Best Personality Profile – Non-Weekly Diocesan Newspaper, Circulation 25,001 or More Best Personality Profile – National Newspaper or Wire Service Best Personality Profile – Weekly Diocesan Newspaper, Circulation 25,000 or Less Best Personality Profile – Weekly Diocesan Newspaper, Circulation 25,001 or More
Editorial	N571b	
Editorial	N571c	
Editorial	N571d	
Editorial	N571e	
Editorial	N575a	<p>Best Reporting on a Special Age-Group</p> <ul style="list-style-type: none"> Best Reporting on a Special Age-Group – Senior Citizens Best Reporting on a Special Age-Group – Young Adults (18-40) Best Reporting on a Special Age-Group – Children & Teens Younger than 18
Editorial	N575b	
Editorial	N575c	
Editorial	N579a	<p>Best Reporting of the Celebration of a Sacrament</p> <ul style="list-style-type: none"> Best Reporting of the Celebration of a Sacrament – Non-Weekly Diocesan Newspaper, Circulation 25,000 or Less Best Reporting of the Celebration of a Sacrament – Non-Weekly Diocesan Newspaper, Circulation 25,001 or More Best Reporting of the Celebration of a Sacrament – Weekly Diocesan Newspaper, Circulation 25,000 or Less Best Reporting of the Celebration of a Sacrament – Weekly Diocesan Newspaper, Circulation 25,001 or More
Editorial	N579b	
Editorial	N579c	
Editorial	N579d	
Editorial	N581a	<p>Best Reporting of Social Justice Issues</p> <ul style="list-style-type: none"> Best Reporting of Social Justice Issues – Call to Family, Community and Participation Best Reporting of Social Justice Issues – Care for God's Creation Best Reporting of Social Justice Issues – Dignity and Rights of the Workers Best Reporting of Social Justice Issues – Life and Dignity of the Human Person Best Reporting of Social Justice Issues – Option for the Poor and Vulnerable Best Reporting of Social Justice Issues – Rights and Responsibilities Best Reporting of Social Justice Issues – Solidarity
Editorial	N581b	
Editorial	N581c	
Editorial	N581d	
Editorial	N581e	
Editorial	N581f	
Editorial	N581g	
Editorial	N584a	<p>Best Reporting on Vocations to Priesthood, Religious Life or Diaconate</p> <ul style="list-style-type: none"> Best Reporting on Vocations to Priesthood, Religious Life or Diaconate – Non-Weekly Diocesan Newspaper, Circulation 25,000 or Less Best Reporting on Vocations to Priesthood, Religious Life or Diaconate – Non-Weekly Diocesan Newspaper, Circulation 25,001 or More Best Reporting on Vocations to Priesthood, Religious Life or Diaconate
Editorial	N584b	
Editorial	N584c	





2019 Catholic Press Awards *Newspaper Division*

Editorial	N584d	<ul style="list-style-type: none"> – National Newspaper or Wire Service • Best Reporting on Vocations to Priesthood, Religious Life or Diaconate
Editorial	N584e	<ul style="list-style-type: none"> – Weekly Diocesan Newspaper, Circulation 25,000 or Less • Best Reporting on Vocations to Priesthood, Religious Life or Diaconate – Weekly Diocesan Newspaper, Circulation 25,001 or More
Editorial	N587	Best Seasonal Issue
Editorial	N591a	Best Sports Journalism
Editorial	N591b	<ul style="list-style-type: none"> • Best Sports Journalism – Sports Feature or Column • Best Sports Journalism – Sports News
Editorial	N596a	Best Special Supplement
Editorial	N596b	<ul style="list-style-type: none"> • Best Special Supplement – On a Bishop's Transition • Best Special Supplement – One-Time Special Issue
Editorial	N596c	<ul style="list-style-type: none"> • Best Special Supplement – Regular Special Supplement
Hot topic	N711	Hot Topic – Best coverage on the Sexual Abuse Crisis
Photography	N811a	Best Multiple Picture Package
Photography	N811b	<ul style="list-style-type: none"> • Best Multiple Picture Package – Feature • Best Multiple Picture Package – News
Photography	N811c	<ul style="list-style-type: none"> • Best Multiple Picture Package – Sports
Photography	N821a	Best Photo Story
Photography	N821b	<ul style="list-style-type: none"> • Best Photo Story – Feature • Best Photo Story – News
Photography	N821c	<ul style="list-style-type: none"> • Best Photo Story – Sports
Photography	N831a	Best Photograph
Photography	N831b	<ul style="list-style-type: none"> • Best Photograph – Feature Photo • Best Photograph – General News Photo
Photography	N831c	<ul style="list-style-type: none"> • Best Photograph – Photo-illustration
Photography	N831d	<ul style="list-style-type: none"> • Best Photograph – Portrait
Photography	N831e	<ul style="list-style-type: none"> • Best Photograph – Scenic, Still-life or Weather Photo
Photography	N831f	<ul style="list-style-type: none"> • Best Photograph – Sports Photo
Photography	N841	Best Story and Photo Package



CATEGORIES & DESCRIPTIONS

-  The paper symbol next to a category title indicates that hard copies are required.
-  The pen symbol indicates that Freelance Members may enter this category with Publisher Members.

GN111a: Best Newspaper – 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 2018. 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.

GN111b: Best Newspaper – 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 2018. 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.

GN111c: Best Newspaper – 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 2018. 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.



2019 Catholic Press Awards *Newspaper Division*

GN111d: Best Newspaper – 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 2018. 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.

GN111e: Best Newspaper – 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 2018. 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.

N321: Best Annual Report

Entry may be an all-print report or a print/PowerPoint combination. The report published in 2018 demonstrates accomplishments in the previous year (calendar year or fiscal year), showing accountability for proper use of resources and services offered to the larger community. Reports must have published in the publication or online. Internal reports are not eligible.

An entry consists of a single digital file for an all-print report or two digital files for a print/PowerPoint report (one file for print portion and the other for the PowerPoint presentation). You may submit URLs if your content is available online.

- N321a: Best Annual Report – (Arch) Diocesan Finances
- N321b: Best Annual Report – Catholic Non-Profit Organization

N322: Best Print Circulation Promotion Campaign



This category is for campaigns that contain more than one element and occur over a period of time. The campaign must originate with the publication and be conducted during 2018. An entry may include mailers, videos, promotion pieces, and any other materials used as part of the campaign to increase circulation.

An entry consists of **one** HARD COPY of all campaign elements, a description of the promotional campaign. Please clip all elements together. Please send the hard copy to the CPA office, and a PDF copy of one page for possible use during the Catholic Press Awards Banquet through the awards website.



N323: Best Ad Copywriting

This category is for best use of headlines and text in attracting the reader's attention and inviting action.

An entry consists of one PDF file of the page on which the advertisement was published.

N325: Best Promotional House Ad

This category is for ads produced by the publication to increase advertising, circulation, readership, image and/or the prestige of the publication. Entries can be a single ad or a continuing campaign. Judging will focus on originality and overall quality of presentation. Entrants are not required to demonstrate results of campaign.

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

N331: Best Media Kit 2018



Media kits will be judged on the basis of a clear, uncluttered presentation of information, including, but not limited to, pertinent information of editorial profile, advertiser testimonials, reader profile, and the professional use of graphics. Entry should be new or substantially revised during 2018.

An entry consists of a **one** HARD COPY of all media kit materials sent to the CPA office. Please clip all elements together. Each entrant must submit a PDF copy of one page for possible use during the Catholic Press Awards Banquet through the awards website.

N335a: Best Single Ad Originating with the Publication – Black-and-White

This category is for best original ad prepared by the publication's staff for an advertising client. House ads may not be entered in this category but may be entered in category N325.

An entry consists of one PDF file of the page on which the advertisement was published.

N335b: Best Single Ad Originating with the Publication – Color

This category is for best original ad prepared by the publication's staff for an advertising client. House ads may not be entered in this category but may be entered in category N325.

An entry consists of one PDF file of the page on which the advertisement was published.

N335c: Best Single Ad Originating with the Publication – Online Ad

This category is for the best online ad (static or dynamic) designed by the publication. Judges will review content, graphics, call to action, site placement and overall effectiveness to develop reader response.

Entry consists of a URL where this ad can be found or a PDF file showing the placement of the ad on the webpage.



2019 Catholic Press Awards *Newspaper Division*

N341: Best Example of Effective Advertising Promotion Originating with the Publication or Publication's Web Site

Entry may include presentations, house ads, mailings, exchange reciprocals, and other material used to promote advertising sales in 2018. In the event it is not feasible to submit some materials, a complete and full description must be attached to a cover letter; photocopies may be enclosed. PLEASE NOTE: Entrants are required to submit evidence of increase in advertising volume and to provide figures showing the cost to acquire such advertising.

An entry consists of **one** HARD COPY of all elements of the promotion campaign and written documentation of the investment and benefits of the campaign. Please clip all elements together. Please send the hard copy to the CPA office, and a PDF copy of one page for possible use during the Catholic Press Awards Banquet through the awards website.

N343: Best Ad Campaign Originating with the Publication for Advertiser

A campaign includes THREE related ads for a single advertiser operating in the publication's distribution area. Must be created and produced by the publication's staff. Judging will consider quality of copy, graphics and overall presentation. House ads may not be entered in this category but may be entered in category N325.

An entry consists of one PDF file containing full pages on which THREE related ads were printed.

N345: Most Effective Use of Small Space

This category is for an ad or ads designed by the newspaper that demonstrates a creative use of small space.

An entry consists of one PDF file of the page on which the advertisement was published.

N347: Best Special Supplement or Special Issue with Advertising Emphasis

Criteria for this award stress originality of layout and the extent to which advertising content relates to the editorial content. Supplements entered in this category may not be entered in any N596 category. Please enter seasonal issues in N587.

An entry consists of **one** HARD COPY of the supplement or issue sent to the CPA office. Each entrant must submit a PDF copy of one page for possible use during the Catholic Press Awards Banquet.

N361a: Best Front Page

Judging will be based on typography, headline weight, compelling use of graphics and the degree to which the layout draws the eye over the entire page. For tabloids that quarter-fold, the combination of a folded cover and the actual page one will be considered.

An entry consists of one PDF file containing the front pages only from any THREE consecutive issues. Only one entry per publication is permitted.

- N361a: Best Front Page – Broadsheet
- N361b: Best Front Page – Tabloid



N365: Best Use of Graphics

Judging will consider 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.

- **N365a: Art or Graphics**
 - Graphics developed by the newspaper's staff or commissioned from a freelance artist specifically for the newspaper to help explain a news or analysis story
- **N365b: Best Chart or Information Graphic**
 - A chart, graph or other infographic developed by the newspaper's staff or commissioned from a freelance artist specifically for the newspaper to help explain a story.
- **N365c: Best Use of Graphics – Best Original Illustration**
 - Artwork developed by the publication's staff or commissioned from a freelance artist specifically for the newspaper to illustrate a story or theme.

N371: 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.

- **N371a: 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.
- **N371b: 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.
- **N371c: Best Layout of Article or Column – National Newspaper or Wire Service**
- **N371d: Best Layout of Article or Column – Weekly Diocesan Newspaper, Circulation 25,000 or Less**
 - This subcategory is for publications that publish 40 or fewer issues per year and have a circulation of 25,000 or less.
- **N371e: Best Layout of Article or Column – Weekly Diocesan Newspaper, Circulation 25,001 or More**
 - This subcategory is for publications that publish 40 or fewer issues per year and have a circulation of 25,001 or more.

N381: Best Redesign

This category honors the redesign of a newspaper. Judging will focus on front page design, interior page layouts, graphic elements, readability, and organization of content.

An entry consists of **one** HARD COPY of the material to be judged. Please submit two to four samples of the redesigned publication and one sample of the "before" version of the newspaper. Include labels to indicate the "before" and "after" designs. Each entrant must submit a PDF file for possible use during the Catholic Press



2019 Catholic Press Awards *Newspaper Division*

Awards Banquet. A letter may be submitted to explain the redesign process and the staff work necessary to complete it.

N511: Best Regular Column by Bishop or Archbishop

Judges will consider THREE columns written by the same bishop or archbishop.

An entry consists of one PDF file of the page(s) on which THREE different columns were published.

N513: Best Regular Column

An entry consists of 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. Judges will focus on the overall effectiveness of the columns submitted.

*If entry is created by a Bishop or Archbishop please enter category N511.

Publisher and Freelance Members may enter this category. A column may be entered in one subcategory only. An entry consists of one PDF file of the page(s) on which THREE columns were published.

- N513a: Culture, the Arts and Leisure
- N513b: Family Life
- N513c: General Commentary
- N513d: Scripture
- N513e: Spiritual Life

N521a: Best Coverage – Immigration

THIS CATEGORY INCLUDES ALL SUBJECT MATTERS RELATED TO IMMIGRATION TOPICS. This category awards in-depth coverage of ANY IMMIGRATION TOPICS via articles, columns, special sections, or editorials. If a publication does not have THREE items to submit in this category, it may enter an item in another category (for example, 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) that were published concerning immigration. You may also submit a list of URLs if your content is available online.

N521b: Best Coverage – Local Politics

This category awards in-depth coverage of local politics via articles, columns, special sections, or editorials. If a publication does not have THREE items to submit in this category, it may enter that item in another category (for example, best editorial, news writing, column, 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) that were published concerning local politics. You may also submit a list of URLs if your content is available online.



N521c: Best Coverage – Papal Trips



This category is for original content about the Pope Francis' trips 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.

N521d: Best Coverage – Religious Liberty Issues



This category awards in-depth coverage of religious-liberty issues via articles, columns, special sections, or editorials. If a publication does not have THREE items to submit in this category, it may enter that item in another category (for example, 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) that were published concerning religious liberty. You may also submit a list of URLs if your content is available online.

N521e: Best Coverage – Disaster or Crisis

This category is for in-depth coverage of escalating disaster or crises 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.

N523: Best Coverage of Ecumenical and Interfaith Issues



This category is for original content about ecumenical and/or interfaith issues (mix and match as needed). 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 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) were published. You may also submit a list of URLs if your content is available online.

- N523a: Diocesan Newspaper
- N523b: National Newspaper or Wire Service



2019 Catholic Press Awards Newspaper Division

N527: Best Coverage of Pro-Life Issues

This category is eligible for Weekly OR NON WEEKLY Diocesan Newspaper, NATIONAL NEWSPAPER, OR WIRE SERVICE. This category is for in-depth coverage of 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. They 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) were published. You may also submit a list of URLs if your content is available online.

N529: Best Coverage of Violence in Our Communities – Diocesan Newspaper, National Newspaper or Wire Service

This category is for in-depth coverage of escalating violence involving law enforcement, school shootings or other incidents of violence in the news. 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.

N531: Best Editorial on a Local Issue

An editorial is an article giving the viewpoint of the publication, editor, or staff on a subject about which different opinions can be held. The editorial may be signed or unsigned but must be written by a member of the newspaper's staff on an issue originating primarily in the geographical area where the newspaper is published. Emphasis will be 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 was published.

- **N531a: Best Editorial on a Local Issue – 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
- **N531b: Best Editorial on a Local Issue – 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.
- **N531c: Best Editorial on a Local Issue – 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.
- **N531d: Best Editorial on a Local Issue – 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.



N532: Best Editorial on a National or International Issue

An editorial is an article giving the viewpoint of the publication, editor, or staff on a subject about which different opinions can be held. The editorial may be signed or unsigned but must be written by a member of the newspaper's staff on an issue originating outside the geographical area where the newspaper is published. Emphasis will be 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 was published.

- **N532a: 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.
- **N532b: 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.
- **N532c: National Newspaper**
- **N532d: 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.
- **N532e: 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.

N534: Best Editorial Page or Section

Judging will focus on the content of page(s) as well as layout, variety and overall effect.

An entry consists of one PDF files of the editorial page or section from THREE consecutive issues. One entry is permitted per publication.

- N534a: Best Editorial Page or Section – Diocesan Newspaper
- N534b: Best Editorial Page or Section – National Newspaper

N536: Best Feature Writing

These entries are stories covering a group, trend or event of general interest, 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.

- **N536a: 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.



2019 Catholic Press Awards Newspaper Division

- **N536b: 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.
- **N536c: National Newspaper or Wire Service**
- **N536d: 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.
- **N536e: 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.

N541: Best Headline

Headline writing is both a skill and an art. A good headline sells the story, provoking the reader to stop and read it. Each word is important; there is no padding. Verbs are snappy, the full headline clear and precise.

An entry consists of one PDF file containing the page(s) on which the headline and complete story were published. You may also post a URL if the content is available online. Blog titles are not eligible for this category.

N551: Explanation of Marriage

This category awards in-depth coverage of the Catholic Church's teaching on the Sacrament of Matrimony via articles, columns, special sections, or editorials. If a publication does not have THREE items to submit in this category, it may enter an item in another category (for example, 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) that were published concerning this topic. You may also submit a list of URLs if your content is available online.

N561: Best In-Depth News/Special Reporting

In-depth news and special reporting focus on the initiative of the newspaper to present facts of an event or situation of importance that may be otherwise unknown to the reader. The category recognizes reporting, through one's own initiative and work, which will be judged on news value, evidence of research, and quality of reporting, writing and local focus. Entire story must have been published in one issue. Related stories, graphics, sidebars photos or videos published in the same article will be considered with the entry.

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. You may also submit a URL if your content is available online.

- N561a: Diocesan Newspaper
- N561b: National Newspaper or Wire Service



N563: Best Investigative News Writing



Investigative writing focuses on the initiative of the newspaper to uncover the facts of an event or situation that are otherwise unknown. 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.

- N563a: Diocesan Newspaper
- N563b: National Newspaper or Wire Service

N564: Best Analysis/Background/Round-Up News Writing – The Gerard E. Sherry Award



Analysis writing 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.

- N564a: Diocesan Newspaper
- N564b: National Newspaper or Wire Service

N565: Best News Writing on a Local or Regional Event



Entries are from straight news writing on a subject or topic originating primarily in the geographical area where the newspaper is published. Can be a single story or series, in one issue or several, 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 was published.

- **N565a: 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.
- **N565b: 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.
- **N565c: 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.
- **N565d: 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.



N567: Best News Writing on National or International Event



Entries are from straight news-writing on a subject or event of international impact originating outside the geographical area where the newspaper is published. The entry may include coverage of local aspects of the subject or event. Can be a single story or series, in one or several issues, 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 was published.

- N567a: International Event, Diocesan Newspaper
- N567b: International Event, National Newspaper or Wire Service
- N567c: National Event, Diocesan Newspaper
- N567d: National Event, National Newspaper or Wire Service

N571: 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. Judges will consider the 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.

- **N571a: 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
- **N571b: 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.
- **N571c: National Newspaper or Wire Service**
- **N571d: 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
- **N571e: 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



2019 Catholic Press Awards Newspaper Division

N575: Best Reporting on a Special Age-Group

Coverage should be of what a member of the age group are doing, not simply of events. May be a single article, a series (maximum three clips, please), pictures, or even a special section.

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.

- N575a: Senior Citizens
- N575b: Young Adults (18-40)
- N575c: Children and Teens Younger than 18

N579: Best Reporting on the Celebration of a Sacrament

This category is an article about one of the seven sacraments: baptism, confirmation, Eucharist, penance or reconciliation, anointing the sick, holy orders and matrimony. Judges will consider the reporter's creativity and ability to tell a compelling story, as well as 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 was published. You may also submit a URL if your content is available online.

- **N579a: 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.
- **N579b: 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.
- **N579c: 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.
- **N579d: 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.

N581: 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.

- N581a: Call to Family, Community and Participation
- N581b: Care for God's Creation
- N581c: Dignity and Rights of the Workers
- N581d: Life and Dignity of the Human Person
- N581e: Option for the Poor and Vulnerable
- N581f: Rights and Responsibilities
- N581g: Solidarity



2019 Catholic Press Awards *Newspaper Division*

N584: Best Reporting on Vocations to Priesthood, Religious Life or Diaconate

This award is for a one-shot section, a 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 containing page(s) on which the material was published. You may also submit a URL if your content is available online.

- **N584a: 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.
- **N584b: 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.
- **N584c: National Newspaper or Wire Service**
- **N584d: 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.
- **N584e: 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.

N587: Best Seasonal Issue

Entries can be made for any liturgical season (Advent, Christmas, Lent, and Easter) or secular holiday (Fourth of July, Mother's Day, etc.). Judges will consider depth of content that relates to the season, cover layout and interior page design.

An entry consists of **one** HARD COPY of the issue sent to the CPA office. Each entrant must submit a PDF copy of one page for possible use during the Catholic Press Awards Banquet.

N591: Best Sports Journalism

Feature article focusing on sports or athletes. Photos should be submitted in category N831f and will not be considered here.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file of the page(s) containing the published article.

- N591a: Sports Feature or Column
- N591b: Sports News



N596: Best Special Supplement

Supplement that focuses exclusively on a bishop's transition, including new local ordinary, new auxiliary, or bishop's retirement. Judges will consider front page design, interior page layouts, and the extent to which editorial content creatively and thoroughly addresses the theme(s) of the supplement. May or may not include advertising content. Please enter seasonal issues into N587

An entry consists of **one** HARD COPY of the supplement or issue sent to the CPA office. Each entrant must submit a PDF copy of one page for possible use during the Catholic Press Awards Banquet.

- **N596a: On a Bishop's Transition**
 - This supplement focuses exclusively on a bishop's transition, including new local ordinary, new auxiliary, or bishop's retirement.
- **N596b: One-Time Special Issue**
 - A one-time special supplement is for an event that will not occur again or will not occur again for a long time (i.e., the election of Pope Francis or Pope Francis' visit to the U.S.).
- **N596c: Regular Special Supplement**
 - A regular special supplement is planned by the newspaper (e.g., a "back to school" supplement that's run annually).

N711: Hot Topic – Best coverage on the Sexual Abuse Crisis

This category recognizes reporting, analysis, commentary, photography, videos, or other multimedia content on the sexual abuse crisis. This could include coverage of the "Me Too" movement or the sexual abuse crisis within the Catholic Church. 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.).

Publisher and Freelance Members may enter this category. An entry consists of one PDF file of the pages on which the articles were published. You may also submit a URL if your content is available online.

N811: 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.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file containing the pages on which the photos were published.

- N811a: Feature
- N811b: News
- N811c: Sports



N821: 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.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file containing the pages on which the photos were published.

- N821a: Feature
- N821b: News
- N821c: Sports

N831: Best Photograph



Photos may be black and white or color. Digitally or otherwise manipulated images may be submitted only in category N831c and only if they were identified as such when published.

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.

- N831a: Feature Photo
- N831b: General News Photo
- N831c: Photo – illustration
- N831d: Portrait
- N831e: Scenic, Still-life or Weather Photo
- N831f: Sports Photo

N841: Best Story and Photo Package




This category 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.



ELIGIBILITY REQUIREMENTS

The Catholic Press 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 are grounds for disqualification.
3. **Publisher Members** may submit the work of any employee or freelance member. 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 2018 are accepted.

REASONS FOR ELIMINATION OR DISQUALIFICATION

- **Less 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 in the CPA office by February 8, 2019.
 - Under this scenario we will not refund your entry fee.

JUDGING

Faculty members from the Journalism Schools of Marquette University, 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 December 3, 2018.

- <https://catholicpress.secure-platform.com/a/solicitations/home/30>
- 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 website [press awards page](#). If you need further assistance, please email cpaawards@catholicpress.org or call 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. If you do not remember your password you may go to the log in page and click "Forgot My Password" to reset and make a new one.
- **New Entrants:** click "Enter the Catholic Press Awards" on the homepage and follow prompts to create a username and password for your account.
- **New format: You will now select your membership type at the beginning of the submission form. After you select a membership type, you will see a box labeled "Publisher Name," this box is where you will select your publication name from a list. The address will auto-populate.**
- **New video instructions may be viewed by clicking this link <https://screencast-o-matic.com/watch/cF6UFjYGJX> or a PDF file by clicking this link <https://docs.google.com/document/d/14E3tnTj6ZkBnuCdYPE8gN2Qg5Lc-Ckq8VGQgwFoXW6I/edit>**
- **If you have any questions about this part of the process please call the office.**

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. If you have any unfinished submissions from prior years, we suggest deleting them because they will not upload in the current contest.
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.
 - a. All entries are marked "Incomplete" until paid.
4. Options after making submissions:
 - a. **Save your work:** Click "Save" to save your work and leave the form. You can 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 can return and edit by clicking "Make Changes" prior to paying.
 - ii. You can also remove it from your cart.
 - iii. Click "Checkout" to pay.
5. **Paid entries are marked "Complete" and cannot be edited.** We suggest you proof all submissions for duplicates, accuracy and attachments prior to paying.
 - a. To fix mistakes after completion, contact Kathleen Holloway at cpaawards@catholicpress.org on or before February 3, 2019.



2019 Catholic Press Awards *Newspaper Division*

HARD-COPY MATERIALS indicated with the label 📄

The following categories require a hard-copy submission in addition to the digital submission on the website: GN111a-e, N322, N331, N341, N347, N381, N587, and N596a-c.

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 after February 8 are disqualified.

HARD-COPY LABELLING-

- 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.

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

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.



ENTRY FEE & PAYMENT PROCESS

FREE ENTRY

- ▶ One free entry per CPA Publisher or Freelance Member when submitted by 11:59 pm Central Time on Sunday, January 27, 2019.
- ▶ Free entry may be your only entry.
- ▶ Free entry automatically added to your cart.

ADDITIONAL ENTRIES

- ▶ \$36 for all entries submitted by 11:59 pm Central Time on Sunday, January 27, 2019
- ▶ \$45 for all entries between January 28 and February 3, 2019

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, you will be prompted to pay by check or credit card.
2a. When submitting just one entry your balance is zero and you will be prompted to finalize the transaction.
3. Select your method of payment, then click “Process.”
4. In the next screen, you have the option to print your invoice and submission forms.

When paying by check, include a copy of the invoice or list the invoice number on the 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 – Sunday January 27, 2019

\$45: 11:59 pm CST – Sunday, February 3, 2019



2019 Catholic Press Awards *Newspaper Division*

HARD-COPY LABELS

Category # _____ Application # _____

Publication _____

City _____ State _____

Run date _____

Headline/Title _____

Byline, Credits _____

2019 Catholic Press Awards

Category # _____ Application # _____

Publication _____

City _____ State _____

Run date _____

Headline/Title _____

Byline, Credits _____

2019 Catholic Press Awards

Category # _____ Application # _____

Publication _____

City _____ State _____

Run date _____

Headline/Title _____

Byline, Credits _____

2019 Catholic Press Awards

Category # _____ Application # _____

Publication _____

City _____ State _____

Run date _____

Headline/Title _____

Byline, Credits _____

2019 Catholic Press Awards

Category # _____ Application # _____

Publication _____

City _____ State _____

Run date _____

Headline/Title _____

Byline, Credits _____

2019 Catholic Press Awards

Category # _____ Application # _____

Publication _____

City _____ State _____

Run date _____

Headline/Title _____

Byline, Credits _____

2019 Catholic Press Awards