



2019 Catholic Press Awards *Spanish Language 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 category chart.....Page 3-4
- ▶ Category numbers and descriptions Pages 5-11
- ▶ Eligibility requirements Page 12
- ▶ Submission instructions Pages13-14
- ▶ Payment instructions Page 15
- ▶ Hard copy LabelsPage 16



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QUICK LOOK

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

Type	Number	Title	
Editorial	S711	Hot Topic – Best coverage on the Sexual Abuse Crisis	New
Editorial	S525e	Best Coverage of a Disaster or Crisis	New

General Excellence	GS111	Spanish Publication of the Year	
Design Advertising	S321a	Best Annual Report	
Design Advertising	S321b	<ul style="list-style-type: none"> • Best Annual Report – (Arch) Diocesan Finances • Best Annual Report – For a Catholic Nonprofit Organization 	
Design Advertising	S322	Best Print Circulation Promotion Campaign	
Design Advertising	S323	Best Ad Copywriting	
Design Advertising	S325	Best Promotional House Ad	
Design Advertising	S331	Best Media Kit 2018	
Design Advertising	S335a	Best Single Ad Originating with the Publication	
Design Advertising	S335b	<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	S335c		
Design Advertising	S341	Best Example of Effective Advertising Promotion Originating with the Publication or Publication's Website	
Design Advertising	S343	Best Ad Campaign Originating with the Publication for Advertiser	
Design Advertising	S345	Most Effective Use of Small Space	
Design Advertising	S347	Best Special Supplement or Special Issue with Advertising Emphasis	
Design Publication	S361a	Best Use of Art or Graphics	
Design Publication	S361b	<ul style="list-style-type: none"> • Best Use of Art or Graphics – Best Original Illustration • Best Use of Art or Graphics – Best Chart or Information Graphic 	
Design Publication	S371	Best Cover - Magazine or Newspaper	
Design Publication	S375	Best Front Page	
Editorial Publication	S381	Best Layout of Article or Column	
Editorial	S511	Best Regular Column by a Bishop or Archbishop	
Editorial	S521	Best coverage of Canonizations	
Editorial	S252a	Best Coverage	
Editorial	S252b	<ul style="list-style-type: none"> • Best Coverage – Papal Trips • Best Coverage – Pro-Life Issues • Best Coverage – Violence in Our Communities • Best Coverage – Treatment of Vocations to Priesthood, Religious Life or Diaconate 	
Editorial	S252c		
Editorial	S252d		
Editorial	S531	Best Editorial	
Editorial	S532	Best Editorial Page	



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Editorial	S534	Best Essay Reflecting on Faith Formation
Editorial	S541	Best In-Depth Analysis
Editorial	S551	Best Interview
Editorial	S561a	Best Regular Column <ul style="list-style-type: none"> • Best Regular Column – Family Life • Best Regular Column – Culture, The Arts and Leisure • Best Regular Column – General Commentary • Best Regular Column – Feature Story • Best Regular Column – Best News Writing - Local/Regional Event • Best Regular Column – Best News Writing- National/International Event • Best Regular Column – Scripture and Spiritual Life
Editorial	S561b	
Editorial	S561c	
Editorial	S561d	
Editorial	S561e	
Editorial	S561f	
Editorial	S561g	
Editorial	S571	Best Personality Profile
Editorial	S572	Best Parish Profile
Editorial	S573a	Best Reporting <ul style="list-style-type: none"> • Best Reporting – On Cultural Heritage • Best Reporting – On Family • Best Reporting – On Immigration • Best Reporting – On Latin America • Best Reporting – On a Local Issue • Best Reporting – On Sports
Editorial	S573b	
Editorial	S573c	
Editorial	S573d	
Editorial	S573e	
Editorial	S573f	
Editorial	S585a	Best Reporting on Social Justice Issues <ul style="list-style-type: none"> • Best Reporting on Social Justice Issues – Call to Family, Community and Participation • Best Reporting on Social Justice Issues – Care for God's Creation • Best Reporting on Social Justice Issues – Dignity and Rights of the Workers • Best Reporting on Social Justice Issues – Life and Dignity of the Human Person • Best Reporting on Social Justice Issues – Option for the Poor and Vulnerable • Best Reporting on Social Justice Issues – Rights and Responsibilities • Best Reporting on Social Justice Issues – Solidarity
Editorial	S585b	
Editorial	S585c	
Editorial	S585d	
Editorial	S585e	
Editorial	S585f	
Editorial	S585g	
Hot Topic	S711	Hot Topic – Best coverage on the Sexual Abuse Crisis
Photography	S811	Best Multiple Picture Package
Photography	S821	Best Photo Story
Photography	S831	Best Photograph
Photography	S841	Best Photo 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.

GS111: Spanish Publication of the Year



Formerly called "General Excellence." Judging 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. Please clip together each of the two sets and mail to the CPA office. Only one entry per publication is permitted. Each entrant must submit a PDF copy of one page for possible use during the Catholic Press Awards Banquet.

S321: 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. Entrants may choose the subcategory that most closely fits their work.

- S321a: (Arch) Diocesan Finances
- S321b: For a Catholic Nonprofit Organization

S322: 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.

S323: 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.

S325: 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.



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S331: 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.

S335a: Best Single Ad Originating with the Publication – Black-and-White

Best original ad prepared by the publication's staff for an advertising client. This entry must be in black-and-white. House ads may not be entered in this category but may be entered in category S325.

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

S335b: Best Single Ad Originating with the Publication – Color

Best original ad prepared by the publication's staff for an advertising client. This entry must be in color. House ads may not be entered in this category but may be entered in category S325.

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

S335c: 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.

S341: Best Example of Effective Advertising Promotion Originating with the Publication or Publication's Website

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

S343: 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 S325.

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



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S345: Most Effective Use of Small Space

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.

S347: 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 N591 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.

S361: Best Use of Art or Graphics

Judges will consider the quality of the art as well as its ability to help readers better understand the news article.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file of the page(s) on which the artwork or graphic and accompanying story was published. Entrants may choose the subcategory that most closely fits their work.

- **S361a: Best Original Illustration**
 - Graphics developed by the publication's staff or commissioned from a freelance artist specifically for the publication to help explain a news or analysis story.
- **S361b: Best Chart or Information Graphic**
 - A chart, graph or other info-graphic developed by the publication's staff or commissioned from a freelance artist specifically for the publication to help explain a news or analysis story.

S371: Best Cover – Magazine or Newspaper

This category is for best cover of a Spanish language magazine or newspaper. Judges will consider graphic elements, the choice of type, and the extent to which layout is creative and compelling.

An entry consists of one PDF file of the cover only (not the entire issue).

S381: 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.

S511: Best Regular Column by a Bishop or Archbishop

Judges will consider up to three columns written by the same bishop or archbishop. Columns should be written originally in Spanish. English columns translated into Spanish will not be considered.

An entry consists of one PDF file of the page(s) on which up to three columns were published.



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S521: Best coverage of Canonizations



This category is for original content about these canonizations of saints (in Rome and/or local observances). 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 of which **THREE** items (article, column, and/or editorial) about canonizations were published. You may also submit a list of URLs if your content is available online.

S525: Best Coverage



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.

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 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. Entrants may choose the subcategory that most closely fits their work.

- **S525a: Best Coverage – Papal Trips**
 - This category is for original content about the Pope Francis' trips originating with the publication.
- **S525b: Best Coverage – Pro-Life Issues**
 - This category is for original content about all pro-life issues.
- **S525c: Best Coverage – Violence in Our Communities**
 - This category is for in-depth coverage of escalating violence in our communities.
- **S525d: Best Coverage – Treatment of Vocations to Priesthood, Religious Life or Diaconate**
 - This category is for a one-shot section, feature, series, or personality profile of a religious man or woman, deacon, priest, bishop, or cardinal.
- **S525e 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.

S531: Best Editorial

An article giving the viewpoint of the publication, editor, or staff on a subject on which different opinions can be held. The editorial may be signed or unsigned but must be written by a member of the publication's staff. Judges will focus on the persuasive quality of the editorial, rather than simple commentary.

An entry consists of one PDF file of the page(s) on which the editorial is published.



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S532: Best Editorial Page

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

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

S534: Best Essay Reflecting on Faith Formation



Judges will consider THREE different pieces (such as articles, editorials, column reflections) offering thoughtful reflection on faith formation by one or more authors. Judging will focus on quality of the writing and the value of the essay as an educational and/or formative tool.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file containing the page(s) on which THREE items were published.

S541: Best In-Depth Analysis



This category focuses on how well the paper informs or interprets an event or situation that is controversial, confusing or misunderstood. Can be a series or a single article, and may include sidebars. Judges will not consider accompanying photographs, charts or illustrations.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file of the page(s) on which the article or series was published.

S551: Best Interview



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

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

S561: Best Regular Column



Judges will consider **THREE** different articles by one or more authors. For an entry written by multiple authors to be considered, it must be a column of the same name, written from time to time by different authors. A column may be entered in one S561 subcategory only.

Publisher or Freelance Members may enter this category. An entry consists of one PDF file of the page(s) on which THREE columns were published. Entrants may choose the subcategory that most closely fits their work.

- S561a: Family Life
- S561b: Culture, The Arts and Leisure
- S561c: General Commentary
- S561d: Feature Story
- S561e: Best News Writing – Local/Regional Event
- S561f: Best News Writing- National/International Event
- S561g: Scripture and Spiritual Life



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S571: Best Personality Profile

Entries in this category should answer two questions: (1) Who is this person? and (2) Why does he/she make a difference? Stories should have an eye for atmosphere and significant personal details, as well as stated beliefs and accomplishments. Judging will focus on quality of writing and ability to convey through words a sense of the whole person.

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

S572: Best Parish Profile

This category profiles one particular parish community and its ability to promote and build faith formation through its ministries and leadership. Judging will focus on quality of writing and writer's ability to present through works a complete picture of the community and what makes it unique and innovative.

Publisher and Freelance Members may enter this category. An entry consists of one PDF file containing the page(s) on which the article was published. Entrants may choose the subcategory that most closely fits their work.

S573: Best Reporting

Publisher and Freelance Members may enter this category. An entry consists of one PDF file containing page(s) on which the material was published. You may also submit a list of URLs if your content is available online.

- **S573a: On Cultural Heritage**
 - This category recognizes reporting on devotions, festivals, ethnic traditions and community events that demonstrate and build a community's cultural heritage. An entry may be a single story or a series.
- **S573b: On Family**
 - This category recognizes outstanding reporting on news that impacts family life, with an emphasis on Church teaching on the sanctity of marriage. An entry can be a single story or a series.
- **S573c: On Immigration**
 - This category honors coverage of immigration issues on a local or national level. Judges will consider the writer's creativity and ability to tell a compelling story. Judges will also consider photographs, artwork or videos that accompany the article.
- **S573d: On Latin America**
 - This category is for a one-shot section, feature, news article or series about a Latin American area and its impact on a Spanish-speaking U.S. community. Judges will also consider photographs, artwork or videos that accompany entries.
- **S573e: On a Local Issue**
 - Entries for this category will demonstrate excellent reporting on issues of local importance and their impact on members of the faith community. Topics may include a variety of issues, such as politics, education, and health care. An entry can be one article or a series of articles on a single issue.
- **S573f: On Sports**
 - This category is for a one-shot section, feature, series, or personality profile of an athlete or sports team. Judges will consider the writer's creativity and ability to tell a compelling story. Judges will also consider photographs, artwork or videos that accompany entries.



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S585: Best Reporting on 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.

- S585a: Call to Family, Community and Participation
- S585b: Care for God's Creation
- S585c: Dignity and Rights of the Workers
- S585d: Life and Dignity of the Human Person
- S585e: Option for the Poor and Vulnerable
- S585f: Rights and Responsibilities
- S585g: Solidarity

S711: 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.

S811: 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 multiple picture package was published.

S821: 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.

S831: Best Photograph



Photos may be black and white or color. Digitally manipulated images are not eligible.

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.



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S841: Best Photo and Photo Package



This award is for an article or feature on any topic consisting of both image(s) and written content together. Judges will consider creativity and ability to tell a compelling story, as well as the overall impact of the photo and story together as one piece.


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



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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.**
- **If you have any questions about this part of the process please call the office.**
- **New video instructions may be viewed by clicking this link <https://screencastomatic.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.



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HARD-COPY MATERIALS indicated with the label 📄

The following categories require a hard-copy submission in addition to the digital submission on the website: GS111, S322, and S331.

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.



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ENTRY FEE & PAYMENT PROCESS

FIRST ENTRY FREE

- ▶ 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 DEADLINE

\$36: 11:59 pm CST – Sunday January 27, 2018

\$45: 11:59 pm CST – Sunday, February 3, 2018



2019 Catholic Press Awards *Spanish Language Division*

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