



ICCJA Contest Directions

1. **Entries are confined** to a single calendar year, which means the dates for this year's entries are Jan. 1-Dec. 31, 2022. All entries must have been published between these dates.
2. **Entries are submitted** digitally, so submit entries in any of the following manners:
 - Make PDFs for full pages for design categories. (You can PDF an online story from a URL by going to the print function or in Safari use the Export to PDF function.) For other entries, follow this procedure: If you want to submit a column that appears on page 3, for example, create a PDF or screen shot of the opinion piece. If you have a news story that jumps from page 1 to 6, then screen shot/PDF each page and name them 'News1' and 'News1jump.'
 - If you do not have archived digital editions, you can scan pages on a copier and submit entries in this manner (usually as a .JPG). Do not send documents using InDesign or Quark formats since judges may not have that software.
 - You may also submit a link for stories to be judged, but it is your responsibility to ensure that these links and stories are accessible when judges review them.
 - Send these digital issues in a separate email. And, remember, these digital issues should reflect the edition that was published and distributed on campus.
3. **You may submit two entries in division categories**, but only **one entry for open categories and General Excellence**. Awards will be given for first, second, third, and honorable mention.

CONTEST ELIGIBILITY

Students and staffs that are ICCJA members are eligible to enter each year's contest. Entries must be published either in print or online between Jan. 1-Dec. 31, 2022. Entries may not be revised after their original publication. Winners will be honored at the ICCJA Spring Convention held March 30-31, 2023 at College of DuPage in Glen Ellyn, IL. Those unable to attend will be charged to ship awards.

General Rules

1. Only active ICCJA members are eligible to participate.
2. All entries must have been originally published during the past calendar year.
3. Online entries will be judged at times selected by the judges.
4. All work must have been produced by a student member of a current ICCJA member and have appeared in a student publication or website. *No faculty or staff member may have contributed to any entry.*
5. Submit only entries of high quality, which merit attention.
6. Improperly prepared, or late, entries will be disqualified.

Note: The GENERAL EXCELLENCE category is now submitted electronically as a PDF. You may submit up to three print edition issues (if that is your format) or follow the directions that follow for online publications. Note that the former Website category has been eliminated and fused with General Excellence.

ICCJA ONLINE CONTEST INSTRUCTIONS

Deadline for submitting entries is Jan. 27, 2023

Please, make sure to read these instructions because entries that are submitted incorrectly will be discarded. All submissions must be received by Friday, Jan. 27, 2023.

Step 1 — Your Association Code is ICCJA. Register on the contest website by using your email address and creating a password, which can be ICCJA. You will receive a confirmation email, which you will need to complete registration. Use the link above to register.

Step 2 — After you log in, you will see a page showing any entries you have already submitted. Complete rules for both advertising and editorial contests are available above. Some browsers, such as Safari, will open the rules in a new window; others will require you to download the PDF file to your computer.

Step 3 — Click on the “Add New Entry” link.

Step 4 — On this page, select your newspaper name. A lot of information will autofill. If that information is incorrect, please call Jan Kopischke at 708-608-4177 or email her at kopischkej2@morainevalley.edu. Your Division has been preassigned. Fill in the preparer’s name.

Step 5 — Select “By Division” or “Open” to begin submitting entries. (***No more than two for Division and one for Open categories.***) All required fields are marked with a red asterisk.

Step 6 — Select the contest category. These are drop-down menus for your convenience. This field will clear each time you save an entry, so you must select a category for each new entry. When you select the category, special instructions will appear below it.

Step 7 — If necessary, provide an explanation of your entry. The explanation/outline box is limited to 3,000 characters. It’s a good idea to write your explanation in another program, such as Word, and copy/paste into the explanation box. If a URL is required, fill in the URL box.

Step 8 — Include the name of the entry. If uploading full-page PDF files, it will be helpful if the entry name matches the headline on the page so the judges can find it easily. If the judges cannot tell what is to be judged, the entry will be discarded without refund.

Step 9 — Include the name of the person or people who should be credited for any award. This is generally the writer, reporter, photographer, graphic artist, cartoonist, etc. It is not necessarily the name of the person submitting the entry nor the person picking up the award at the convention.

Step 10 — Add your file or files. You can drag and drop files or use the “Add files” button to navigate to your files. Generally, files should be in PDF format except photos, which should be in high-resolution JPG format. Other files and URLs may be acceptable as noted in the special instructions. Upload as many files as are necessary to complete your entry but refer to the special instructions for any limitations.

Step 11 — When you have completed your submission, click the “Save” button. If you click the “Back to list” button, you will lose the entry you just completed. After clicking “Save,” you will be directed back to the list of your entries.

Step 12 — To submit another entry, click “Add New Entry.” As long as you have not logged out of the system, your newspaper name will still be in place and you can simply start at Step 6 again. You may log out and log back in later to continue adding entries. You will need to select your newspaper name each time you log in. It is helpful to bookmark the site.

Step 13 — If you are done submitting entries, please review the list. You may not change an entry, but you may delete an entry and resubmit it. If you have questions, please email Jan Kopischke at kopischkej2@morainevalley.edu.

OPEN DIVISIONS

These are categories in which all schools compete against one another. They include the following:

Editorial Cartoon – Editorial entries should comment on issues significant to the newspaper’s readers. Comics can be entered as well.

Graphics – Entries will be judged by how well they visually report information in charts, diagrams, or other non-narrative styles.

Podcast – Entries should focus on news reporting and/or storytelling. Judges will evaluate podcasts on their ability to tell a compelling story, reveal new information in a clear presentation and using an appropriate, engaged voice/tone. Topics should be of interest to students. Podcasts may be live to tape, or they may be produced audio packages. Judges will also consider quality of audio and other technical aspects. Podcasts should be no longer than 30 minutes.

News Story of the Year – Submit articles related to single news event or issue that addresses a problem, issue or event that affects the campus community. Judges will look particularly for initiative and in-depth reporting, but they will also consider writing quality, accuracy, and fairness. This story may have been written by multiple staff members. No more than five related stories should be submitted for this award.

Multimedia Story – Entries should include multimedia, including video, audio, text, and graphics, in order to address news, features or sports. Entries will be judged on the content and storytelling, but visual and auditory quality will also be considered.

Sports Column – Entries must address topics significant to its publication’s readers, but an emphasis should be made to address issues and news related to campus sports, athletes and coaches. Entries will be judged on style, writing quality, originality, and campus relevance.

Editorial Writer of the Year – Submit three published editorials by one writer or writing team. Judging will be based on clarity, strength of writing, creativity, and impact on both public policy and quality of life.

Reporter of the Year – This award recognizes individuals for outstanding reporting and writing that concerns significant issues and news relevant to campus life. Submit three news stories published during the previous year. Entries will be evaluated based on the depth of reporting, quality of sources, concision of writing and precision of editing.

DIVISIONS I & II

Newspapers are divided into two divisions that are based upon school enrollment. Winners will be announced in both divisions. You have been pre-assigned to your division online.

Arts Review – Entries should address commentary on movies, books, TV shows, campus displays or any other relevant art forms with the goal of assessing the value of those works.

Feature Photo – Entry must address a news event or issue relevant to a newspaper’s readers. Include the feature story connected to this photo. You may submit a feature photo that was published without a story. Entries will be judged based on newsworthiness, content, originality, style, and composition.

Feature Writing – Entries will be judged based on human interest, reader interest, quality of writing, depth of reporting, and relevance to a newspaper’s readers.

Front Page Design – Entries will be judged for both design and content, which includes editing and accuracy.

Headline – Entries must include both the story and the headline for any news, feature, sports or opinion story.

News Column – Entries should address topics, issues and/or news relevant to a newspaper’s readers. Entries will be judged based upon style, writing quality, originality and local relevance.

News Photo – Entry must address a news event or issue relevant to a newspaper’s readers. If possible, submit a news story connected with this photo. Entries will be judged based on newsworthiness, content, and composition. Preference will be given to photos taken during a sporting event.

News Story – Entry must be a single news story that should address newsworthy and significant facts related to issues, events and people relevant to a newspaper’s readers. Entries will be evaluated by their enterprise, initiative, documentation, resourceful, and original reporting.

Page Design – Categories can include section fronts, inside pages, editorial pages – essentially any page that is *not* a front page for the newspaper. Center spreads may be used if they cover a single topic and be no more than two pages. Entries will be judged for both their design and content, which includes editing and accuracy.

Sports Photo – Entry must address a sports event relevant to a newspaper’s readers. Include the sports story connected to this photo. You may submit a sports photo that was published without a sports story. Entries will be judged based on newsworthiness, content, and composition.

Sports Game Story – Entries should focus on game coverage or relevant team coverage. Writers are encouraged to develop storylines related to these games.

Sports Feature – Entries will be judged based on human interest, reader interest, quality of writing, depth of reporting, and relevance to a newspaper’s readers as they related to sports on or near campus.

Staff Editorial – Submit a single published editorial by one writer or by the staff as a whole. Judging will be based on clarity, strength of writing, creativity, and impact on public policy and quality of life.

Mike Foster General Excellence – This category examines the overall quality of the publication’s media operation. The judge will look at news content, quality of writing, evidence of in-depth reporting, presentation/design, photography, originality and editing/accuracy. Entries can be print (via PDF), emailed newsletters, social media accounts or a website (whatever medium you best use to connect to readers can be entered). The judge will be looking at the overall quality of the content as presented. We encourage submissions to include a PDF describing what they are entering (such as information on print edition PDF, links to social media, links to e-newsletters, links to the website, etc.) Please provide as much detail as possible for judges to assess your publication.

Best Student Media – No entries online for this category. Winners will be determined by an earned point system. Selection will be made by points assigned for winning other categories. Points will be assigned as follows: 4 points for a first place; 3 points for a second place; 2 points for a third place; and 1 point for an Honorable Mention. Awards will be given in both divisions.