



2018 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, 2017. 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.) 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. Awards will be given for first, second, third and honorable mention.
4. **Name all categories** by using the following format – Category_School Name (entrant)

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, 2017. Entries may not be revised after their original publication. Winners will be honored at the ICCJA Spring Convention held April 4-5, 2018, at Lincoln Land College in Springfield. Those unable to attend will be charged to ship awards to their campus.

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. Select two issues during the prescribed contest dates cited above and email them to jgisondi@gmail.com.

ICCJA ONLINE CONTEST INSTRUCTIONS

Deadline for submitting entries is Jan. 22, 2018.

Please, make sure to read these instructions because entries that are submitted incorrectly will be discarded. All submissions must be received by Jan. 22, 2018.

Step 1 – Acquire your Association Code from ICCJA. Register on the contest website using your email address. You will receive a confirmation email, which you will need to complete registration. Use the link above to register.

Step 2 – Login to [here](#) (or use the link above). You will see a page showing any entries you have already submitted. Complete rules for both advertising and editorial contests are available above (click links). 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 the ICCJA at 217-581-6003. Your Division has been preassigned. Fill in the preparer’s name.

Step 5 – Select “By Division” or “Open” to begin submitting entries. 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/cutline 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 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.

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 Joe Gisondi at jjgisondi@eiu.edu.