



MINNESOTA
NEWSPAPER
ASSOCIATION

2011-2012 Better Newspaper Contest Rules & Instructions



2011-2012

Minnesota Newspaper Association

Better Newspaper Contest Rules

GENERAL PURPOSE OF THE CONTEST

One of the reasons for MNA's existence, as laid down in the association's Articles of Incorporation (Art. III) is: "To secure improved standards in the practice and the profession of journalism." The purpose of this annual contest, therefore, is to recognize excellence in the various aspects of newspaper journalism so that the practice and profession in Minnesota may be advanced.

WHO MAY ENTER

All active and associate members of MNA in good standing. To be considered "in good standing," dues for 2011 and all past dues must be paid in full by October 1, 2012, the contest entry deadline. Entries will be accepted only from members meeting these criteria.

DEADLINE

Monday, October 1, 2012. All entries must be uploaded to the online system by 11 p.m. Oct. 1. Categories that require mail-in entry materials must be postmarked on or before Oct. 1. Entries postmarked later than Oct. 1 will not be accepted. Hand deliveries must be made to the MNA office by 5:00 p.m., Monday, Oct. 1.

TIME PERIOD

Anything published between September 1, 2011, through August 31, 2012. Unless specified as a 2011 date, all dates given are in 2012. *For weeklies, "the weeks which contain" means the calendar week from Sunday through Saturday.*

JUDGING

Experienced newspaper editors and publishers from Hoosier State Press Association will be selected as judges. **NEW in 2012: Judges will be directed to award a first, second and third place in all categories, where merited.**

PRESENTATION

Awards will be presented at the 146th Annual MNA Convention, January 24-25, 2013, at the DoubleTree by Hilton Minneapolis South. Winners will be notified by mailed letter from the MNA office in December. We will

ask all winners not to publicize the fact, but wait until the January convention to do so.

HOW TO ENTER

First, please read the rules and submission instructions! We have tried to make them clear. Judges will be instructed to give weight, in case of a tie, to the entry which most closely follows instructions. Failure to comply with instructions will be grounds for elimination from the contest. If you have questions, the MNA staff is prepared to assist you. To reach us, please call the MNA office, 612-332-8844 or 800-279-2979 or email member@mna.org. You may also contact Sarah Bauer by phone (612-278-0250) or email (sarah@mna.org). **See pages 3-6 for step-by-step submission instructions.**

CONTEST ENTRIES

You are required to fill out an entry form online for every single entry. If you submit more than one entry per category, you must fill out a separate entry form for each individual entry. Most categories require the submission of a full-page PDF tearsheet online. Some categories require the submission, by mail, of full issues or sections.

As specified, entries must include full-page tearsheets unaltered in any way. All mailed entries from a single newspaper must be submitted at one time in one package with entry labels, printed from the online system, affixed to the front of each mailed entry.

The date each entry was published must appear somewhere on the tearsheet you submit. If no dateline appears, you must supply a notarized proof of publication that states the run date. The affidavit should be stapled behind the mailed entry blank or uploaded with the entry.

In categories that recognize individuals, if a person works for several newspapers under the same ownership and his or her work goes into more than one newspaper, he or she will be limited to two entries per category. For example: A person whose editorials are published in Newspapers A and B under the same ownership may not submit more than two separate editorials.

Stories or a series done by more than one writer will

CONTINUED ►

HOW TO ENTER CONTINUED ▶

be counted as a single entry (one of two allowed) for the writer listed first on the contest entry form. Other writers on that series will be able to enter twice more in that category.

In categories that require the entry of three issues, these three issues count as ONE entry at \$9, NOT \$27. Submit all three issues together.

In categories for individuals that allow either one or two entries, each entry requires a separate \$9 fee. Each entry should be labeled separately. (For example, if a person submits his or her two best ads, this would be a \$18 charge and each ad should be labeled as a separate entry.)

COMMON STAFF OR COMMON OWNERSHIP

If newspapers have A) the same ownership with common staff, OR B) the same ownership with common content (excluding editorial page material and news service material), then the smaller circulation paper will enter under the circulation of the largest paper in the group.

When entering news categories, apply this rule to your news staff and news content.

When entering advertising categories, apply this rule to your ad staff and ad content.

A. Common Ownership & Common Staff OR

B. Common Ownership & Common Content

If either A. or B. exists, then the paper enters under the largest circulation paper in the group.

CIRCULATION

The circulation figure you submitted for the MNA Newspaper Directory is the number used in determining which circulation category you were placed.

FEES

There is a \$9 fee for each entry. This money must be sent with entries submitted.

Fees collected will be earmarked for two purposes: To provide awards for winners and to pay expenses associated with judging. Again, this year, first place winners will receive plaques.

If your newspaper submits multiple entries, please send only one check or credit card payment for the total sum of the combined entries. Make checks for entry fees payable to MNA.

WHAT NEEDS TO BE MAILED TO MNA

• Any entries for categories that require mail-in submission including categories:

- 1: General Excellence
- 2: Typography and Design
- 4: General Reporting
- 6: Use of Photography as a Whole
- 7: Headline Writing
- 8: Advertising Excellence
- 31: Special Section
- 32: Best Magazine

• Payment for all entries: \$9 per entry.

• A printed list of all entries, must accompany payment. To do this, go to the “Manage Entries” page of the online system, click “calculate entry fee” in the upper right-hand corner of the page, and print the report.

Mailed entries and payment must be postmarked by October 1, 2012 and sent to:

**MNA Better Newspaper Contest
12 South Sixth Street, Suite 1120
Minneapolis, MN 55402**

OTHER TIPS

1. Label mail-in entries correctly. Affix the printed entry label securely. When more than one section or issue is required, be sure to bind all materials together securely with a binder clip, rubber bands, or enclose in a manila folder or envelope.
2. For entries that require submission online, make sure your PDF file works, and is the correct file for the category. Please keep file sizes to 5MB or less, to aid judges in accessing entry content. For URL links, make sure they are “live” and accessible by judges.
3. Watch your dates. Judges will eliminate the entries if they don’t match the rule requirements.
4. For contest purposes, weeks run Sunday through Saturday.
5. Don’t pass by a category because you think you aren’t good enough. Each year we have winners from newspapers that have never before won an award.

The contest is under the supervision of MNA. We will return no entries and judges’ decisions will be final. Judges will be asked to (1) avoid ties; (2) make no awards if they feel entries do not come up to judges’ standards; (3) if merited, make first, second and third place awards; (4) make written comments about each winner.

How to Enter

Instructions for using the online system for submitting entries in the MNA Better Newspaper Contest.

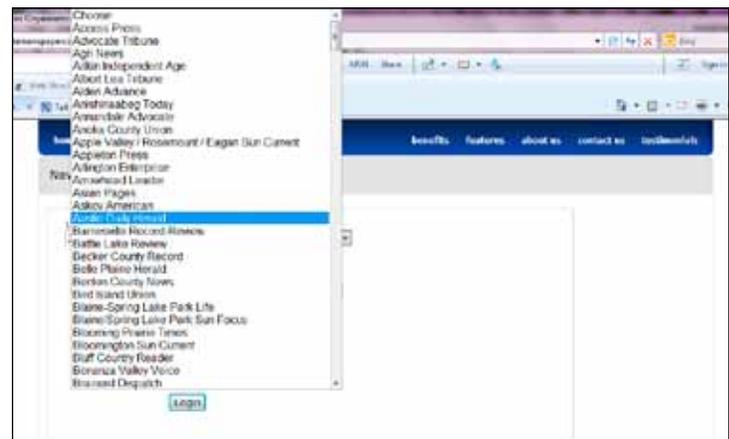
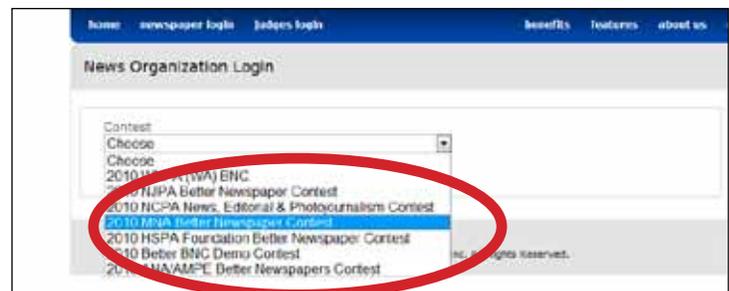
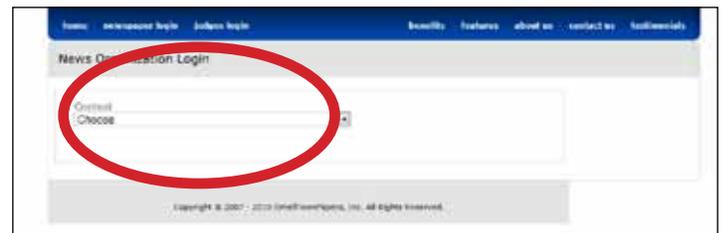
1. Go to the site

The contest registration site is located at: www.betternewspapercontest.com. Under the “Are you a contestant?” icon, click “Newspaper Login.”

2. Log in

Choose which contest you want to work on (2012 MNA Better Newspaper Contest). Two fields — “News Organization” and “Password” — will then appear below the contest selection. Choose your newspaper from the dropdown list. The first time you visit the site, enter the default password “bnc” (password is case sensitive) and click “Login.”

If your newspaper is not on the list, contact Sarah Bauer by email (sarah@mna.org) or phone (612-278-0250).



3. Change password and update information

Your first successful login will take you to the “Change Password” screen, where you are required to change your password before you proceed. Change it to something you can remember easily (and share with colleagues who will log into the system).

You must also update your name and email address on this page. This will ensure that you can retrieve your password if you forget it, and that MNA can contact you if we have questions about your entries. Click “Submit” when you’re done.

If you’ve logged in before but have forgotten your password, be sure to select your newspaper, then click “Forgot password?” The password will be sent immediately to the email on the “My Account” screen for the newspaper you selected.

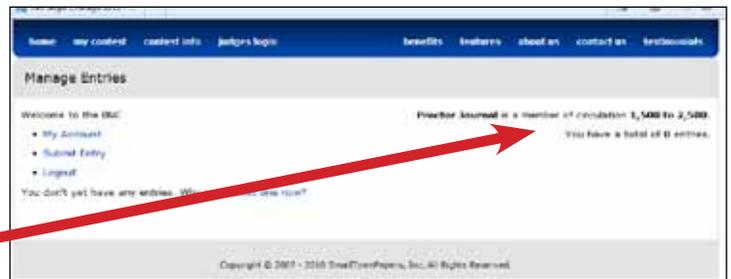
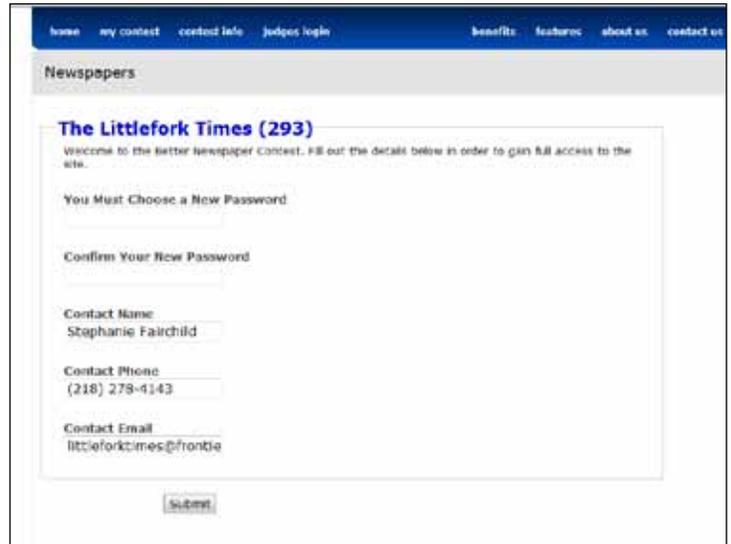
4. Manage your entries

This is the main entry page, the one you’ll see each time you log in. From here you’ll submit, edit, and manage your contest entries. At the upper right hand side of this page, you’ll see a your circulation group designation and your total number of entries. If you think the circulation information is incorrect, contact Sarah Bauer by email (sarah@mna.org) or phone (612-278-0250).

4. Submit an online entry

When you first visit the “Manage Entries” page, the entry list will be empty. On this page you will find three links: “My Account,” “Submit Entry,” and “Logout.” If you haven’t already, be sure to click “My Account” and update your contact information to ensure that you can retrieve your password and be contacted with any questions about your entries. Click “Submit Entry,” either on the page or in the drop down “My Contest” menu, to go to the entry submission form.

The “Submit Entry” form is self-explanatory; fill in the information requested, working from top to bottom. The division you choose will determine the list of categories available for selection, and the category you choose will reveal other form fields. You must fill out one form for each entry. If you wish to submit two entries in the same category, each entry must have its own form.



Select either Awards to Newspapers, Awards to Individuals or Special Awards. The categories drop-down menu will become active for you to choose the appropriate category for each entry. Then, enter the Headline or Title of Entry and Run (publication) Date. Add any notes or descriptions to accompany entry, and enter the entrant name(s).

For categories that require online submission (indicated by  symbol), click “Browse” under “Upload Attachment” and select the PDF file you wish to upload. Click “Attach More” if you wish to add additional PDFs. Click “upload” to complete process. When files are successfully uploaded, you will see them listed under “Existing Attachments.” **Please keep file sizes to 5MB or less, to aid judges in accessing content.**

If your category requires URL links, copy and paste the links into the open fields under “Website URL(s).”

Once you’ve filled out the form completely, click “Submit.”

5. Entry labels for mailed-in entries

If your entry is for one of the categories that require mail-in submission (indicated by the  symbol), **you do need to complete an entry form online** (process outlined above). In this case you won’t upload a PDF attachment. When you click “Submit” you’ll be taken to a label page for that entry. For mailed entries, you must print out this label and attach it to your hard-copy entry (see guidelines on submitting these entries in the main contest file).

Labeling must be done correctly or your entries may not be judged properly. Judges read the hard-copy entries and enter contest results online. The label affixed to your mail-in entry corresponds directly with the contest website.

The Entry has been saved.

This Page is Your Official Entry Form.

Entry Details:
 Newspaper: **Proctor Journal (221)**
 Title or Headline: **This is a test entry**
 Division: **Special Awards**
 Category: **538 Lynn Smith Community Leadership Award**
 Entry Code: **22101**
 Pages: **1**
 Credits: **Sarah**
 Entry made by **Jake Benson** on **2010-07-27 16:55:00**

 Special Awards CIRC#2 CAT538 22101
 Proctor Journal
 Lynn Smith Community Leadership Award

DO NOT HIT YOUR BACK BUTTON

[Submit Another Entry](#) or [Manage Entries](#) | [Logout](#)

6. Review your entry list

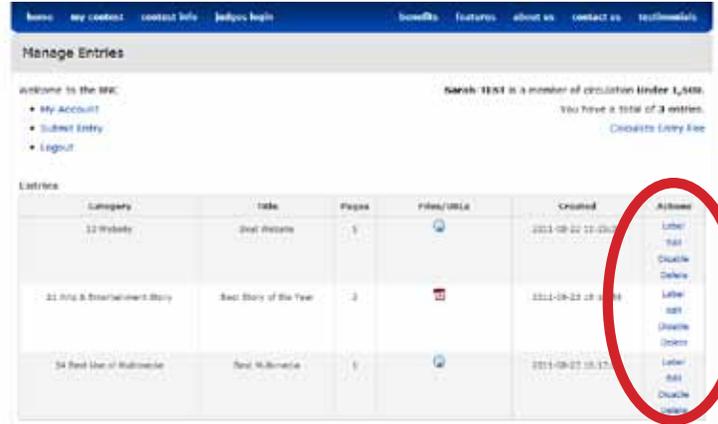
In the list of entries on the “Manage Entries” page, the Actions column at the far right contains four links: “Label,” “Edit,” “Disable,” and “Delete.”

“Label” displays the entry label associated with that entry. You only need labels for mail-in entries. You can use this link to print new or additional labels, if needed.

“Edit” lets you view and change information in the entry form. If you change an entry in a non-PDF category, you’ll need to display and reprint the label (twice) for that entry. You will not be able to edit an entry once it has been confirmed by the MNA contest administrator, nor after the entry deadline has passed. (Confirmation is done when your entries are submitted to prevent further editing of your entries.)

“Disable” removes that entry from the contest (you will not be charged for disabled entries), although you’ll still see it in a separate Disabled Entries list. If you disable an entry, you can reinstate it again by clicking “Enable.” This action is reversible.

“Delete” allows you to permanently delete an entry. This action cannot be reversed.



7. Print out your list and send it to MNA with your payment

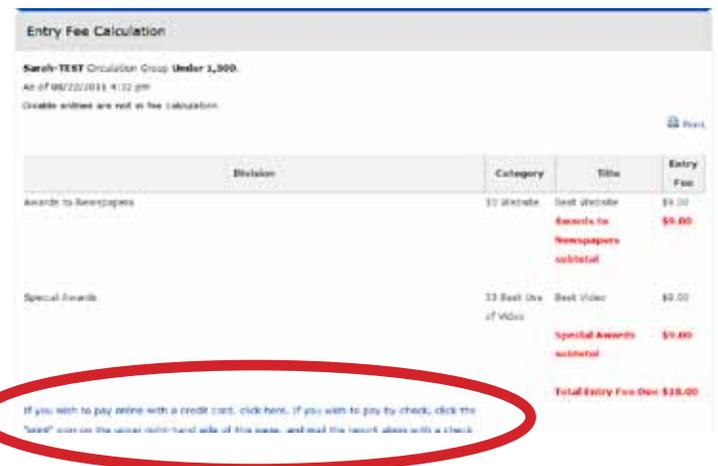
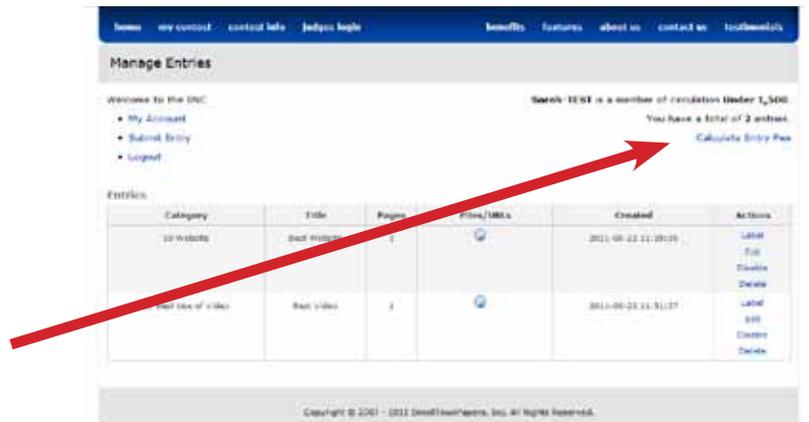
Once you’ve submitted all your entries, you’ll need to print out a complete list of entries to submit with payment.

Click the “Calculate Entry Fee” link to pull up a full list of all entries, along with amount due (\$9 per entry).

PRINT TWO COPIES OF THE COMPLETED LIST. Keep one copy for your records. Mail one copy with your check (made out to “Minnesota Newspaper Association”) and any non-PDF entries when you send them to the MNA office. In lieu of a check, complete the credit card information form and send that with your list.

8. You’re done!

Congratulations! You’re done! Log out. There’s nothing else to complete. After the contest deadline you’ll lose access to the contest site, so save any entry files or entry lists for your records in advance of the deadline.



2011-2012 Contest Categories

Three Main Category Divisions

Awards to Newspapers

	Page
1. General Excellence	8
2. Typography and Design	8
3. Editorial Page as a Whole	8
4. General Reporting	8
5. Sports Reporting	9
6. Use of Photography as a Whole.....	9
7. Headline Writing.....	9
8. Advertising Excellence	9
9. Classified Advertising Section	10
10. Website	10

Rules for Division I: Each newspaper may enter no more than one entry in each contest category. Entries from three different issues of your newspaper must be submitted. Five dates will be listed in the explanation of each category. You must choose three of these five dates for each category.

Special Awards

	Page
27. Press Photographer's Portfolio	14
28. Editorial Portfolio	14
29. Design Portfolio	14
30. New Journalist of the Year.....	14
31. Special Section.....	14
32. Best Magazine.....	15
33. Best Use of Video.....	15
34. Multimedia Special Project.....	15
35. Best Use of Social Media	15
36. Herman Roe Editorial Writing Award	15
37. Government/Public Affairs Reporting	15
38. Freedom of Information Award	16
39. Explanation of Newspaper Operations or Newspaper Ethics.....	16
40. Category X	16
41. Lynn Smith Community Leadership Award.....	16

Rules for Division III: Rules are covered under each category.

Awards to Individuals

	Page
11. Advertising Campaign	10
12. Institutional Advertisement	10
13. Self-Promotion or House Ad.....	11
14. Use of Color in Advertising.....	11
15. Best Advertisement	11
16. Innovative Online Advertising.....	11
17. Human Interest Story	11
18. Social Issues Story.....	12
19. Sports Story.....	12
20. Business Story	12
21. Arts & Entertainment Story.....	12
22. Local Breaking News Coverage.....	12
23. Investigative Reporting.....	13
24. Columnist	13
25. Photography:.....	13
a. News Photo	
b. Sports Photo	
c. Feature Photo	
d. Photo Story	
e. Portrait and Personality	
26. Use of Information Graphics and Graphic Illustrations.....	13

Rules for Division II: Each individual may enter no more than two entries in each contest category. Entries may be selected from any issue in the contest period.

Circulation Classes

Circulation Classes*

- Weeklies under 1,500
- Weeklies 1,500 to 2,500
- Weeklies 2,501 to 5,000
- Weeklies over 5,000
- Dailies under 10,000**
- Dailies 10,000 and over**

*Your newspaper is placed in a circulation class based on the circulation figure you submitted for the MNA Newspaper Directory. If you think the circulation listed is incorrect, contact Sarah Bauer by email (sarah@mna.org) or phone (612-278-0250).

** Daily newspaper circulation class determined by M-F circulation figures.



Mail-In
Entry



Online
Entry

Awards To Newspapers

1. General Excellence

(Competition among all circulation classes.)

This award will recognize the balanced excellence of the newspaper as a whole. Judges will consider: depth, breadth and quality of news coverage; quality of advertising, both classified and display; quality of editorial page with particular attention to relevance to community; quantity and quality of pictorial material; and overall appearance of the newspaper.

General Excellence							
	Su	M	Tu	W	Th	F	Sa
Oct 2011	16	17	18	19	20	21	22
Jan 2012	15	16	17	18	19	20	21
Mar 2012	25	26	27	28	29	30	31
Apr 2012	8	9	10	11	12	13	14
Jul 2012	22	23	24	25	26	27	28

Weeklies: Submit full issues from three (3) of the five (5) calendar weeks listed above.

Dailies or semi-weeklies: Submit full issues from three (3) of the five (5) exact dates listed. If you do not publish that day, submit full issues from the date closest to, and within the same week shown. Do not submit more than one issue from the week.

Each newspaper may submit one (1) entry. One entry consists of three (3) full newspaper issues. Submit newspapers to MNA by mail.

2. Typography and Design

(Competition among all circulation classes.)

This award will recognize excellence in the appearance of the newspaper. Judges will consider: design of the entire newspaper including use of photos; headlines and body types; quality of reproduction; use of information graphics and graphic illustrations; and overall appearance.

Weeklies: Submit full issues from three (3) of the five (5) calendar weeks listed above.

Dailies or semi-weeklies: Submit full issues from three (3) of the five (5) exact dates listed. If you do not publish that day, submit full issues from the date closest to, and within the same week shown. Do not submit more than one issue from the week.

Each newspaper may submit one (1) entry. One entry consists of three (3) full newspaper issues. Submit newspapers to MNA by mail.

Typography & Design							
	Su	M	Tu	W	Th	F	Sa
Sep 2011	4	5	6	7	8	9	10
Dec 2011	11	12	13	14	15	16	17
Jan 2012	8	9	10	11	12	13	14
Apr 2012	1	2	3	4	5	6	7
May/Jun	27	28	29	30	31	1	2

3. Editorial Page as a Whole

(Competition among all circulation classes.)

This award will recognize excellence in the entire editorial page. Judges will consider: the significance of the work to the community; the quality and impact of the writing; and the diversity of material. Judges will give 75% weight to the page's content; 25% weight to the form in which the material is presented.

Weeklies: Submit full-page PDF tearsheet(s) online

of the editorial page or pages from three (3) of the five (5) calendar weeks listed above.

Dailies or semi-weeklies: Submit full-page PDF tearsheet(s) online of the editorial page or pages from three (3) of the five (5) exact dates listed. If you do not publish that day, submit full issues from the date closest to, and within the same week shown. Do not submit more than one tearsheet from the week.

Each newspaper may submit one (1) entry. One entry consists of three (3) PDF tearsheet(s) of the entire editorial page or pages submitted online.

Editorial Page as a Whole							
	Su	M	Tu	W	Th	F	Sa
Oct 2011	2	3	4	5	6	7	8
Dec 2011	4	5	6	7	8	9	10
Feb 2012	12	13	14	15	16	17	18
May 2012	20	21	22	23	24	25	26
Jul 2012	8	9	10	11	12	13	14

4. General Reporting

(Competition among all circulation classes.)

This award will recognize excellence in general news reporting. Judges will consider: the content of the writing and the form in which it is written; the selection of significant material to report about; and the way in which the material is handled.

Weeklies: Submit full issues from three (3) of the five (5) calendar weeks listed above.

Dailies or semi-weeklies: Submit full issues from three (3)

of the five (5) exact dates listed. If you do not publish that day, submit full issues from the date closest to, and within the same week shown. Do not submit more than one issue from the week.

Each newspaper may submit one (1) entry. One entry consists of three (3) full newspaper issues. Submit newspapers to MNA by mail.

General Reporting							
	Su	M	Tu	W	Th	F	Sa
Jan 2012	22	23	24	25	26	27	28
Feb 2012	19	20	21	22	23	24	25
May 2012	13	14	15	16	17	18	19
Jun 2012	24	25	26	27	28	29	30
Aug 2012	19	20	21	22	23	24	25

5. Sports Reporting

(Competition among all circulation classes.)

This award will recognize excellence in sports reporting. Judges will consider: the content of the writing and the form in which it is written; the selection of significant material to report about; and the way in which the material is handled.

Weeklies: Submit full-page PDF tearsheet(s) of the entire sports section or pages online from three (3) of the five (5) calendar weeks listed above.

Dailies or semi-weeklies: Submit full-

page PDF tearsheet(s) of the entire sports section or pages online from three (3) of the five (5) exact dates listed. If you do not publish that day, submit full issues from the date closest to, and within the same week shown. Do not submit more than one tearsheet from the week.

Each newspaper may submit one (1) entry. One entry consists of three (3) PDF tearsheet(s) of the entire sports section or pages submitted online.

Sports Reporting							
	Su	M	Tu	W	Th	F	Sa
Nov 2011	6	7	8	9	10	11	12
Dec 2011	18	19	20	21	22	23	24
Mar 2012	18	19	20	21	22	23	24
May 2012	6	7	8	9	10	11	12
Aug 2012	12	13	14	15	16	17	18

6. Use of Photography as a Whole

(Competition among all circulation classes.)

This award will recognize excellence in the use of photography throughout the newspaper as a whole. Judges will consider: the use of news photography in relation to news stories and other elements of the newspaper; the manner in which photos are used throughout the entire newspaper; and the photographer's technique.

Weeklies: Submit full issues from three (3) of the five (5) calendar weeks listed above.

Dailies or semi-weeklies: Submit full issues from three (3) of the five (5) exact dates listed. If you do not publish that day, submit full issues from the date closest to, and within the same week shown. Do not submit more than one issue from the week.

Each newspaper may submit one (1) entry. One entry consists of three (3) full newspaper issues. Submit newspapers to MNA by mail.

Use of Photography as a Whole							
	Su	M	Tu	W	Th	F	Sa
Oct 2011	16	17	18	19	20	21	22
Feb 2012	5	6	7	8	9	10	11
Mar 2012	4	5	6	7	8	9	10
Jul 2012	15	16	17	18	19	20	21
Aug 2012	5	6	7	8	9	10	11

7. Headline Writing

(Competition among all circulation classes for weeklies; dailies compete in one class.)

This award will recognize excellence in the effective use of non-advertising headlines. Judges will consider: whether headlines attract readers' attention and accurately reflect stories; and the overall effectiveness of headlines throughout the newspaper as a whole.

Weeklies: Submit

full issues from the two calendar weeks listed above, plus one issue of your own choosing from the contest period.

Dailies or semi-weeklies: Submit full issues from the exact dates listed, plus one issue of your own choosing from the contest period. If you do not publish the listed dates, submit full issues from the dates closest to, and within the same week shown.

Each newspaper may submit one (1) entry. One entry consists of three (3) full newspaper issues. Submit newspapers to MNA by mail.

Headline Writing							
	Su	M	Tu	W	Th	F	Sa
Oct 2011	23	24	25	26	27	28	29
May/ Jun	27	28	29	30	31	1	2

8. Advertising Excellence

(Competition among all circulation classes.)

This award will recognize overall excellence in locally prepared display and classified advertising. For advertising overall, judges will consider consistency in ad quality the number and variety of advertisers. With respect to display advertising, judges will consider: the probable total effect on the reader; the use of good design, typography and creativity in the ad; and the general appearance of display advertising throughout the issues, including presswork. With respect to classified advertising, judges will consider: variety of classifications and general appearance and display of ads.

Weeklies: Submit full issues from three (3) of the five (5) calendar weeks listed above.

Dailies or semi-weeklies: Submit full issues from three (3) of the five (5) exact dates listed. If you do not publish that day, submit full issues from the date closest to, and within the same week shown. Do not submit more than one issue from the week.

Each newspaper may submit one (1) entry. One entry consists of three (3) full newspaper issues. Submit newspapers to MNA by mail.

Advertising Excellence							
	Su	M	Tu	W	Th	F	Sa
Sep 2011	18	19	20	21	22	23	24
Nov/ Dec	27	28	29	30	1	2	3
Jan/ Feb	29	30	31	1	2	3	4
Apr 2012	22	23	24	25	26	27	28
Jun 2012	10	11	12	13	14	15	16

9. Classified Advertising Section (Competition among 3 classes: weekly circulation up to 2,500, weekly over 2,500, and dailies.)

This award will recognize quality classified advertising pages, including classified display ads. Judges will consider: overall attractiveness; ease in reading; clarity of classified headlines; organization; promotion of classified advertising use; and ease for readers to place and use classifieds.

Weeklies: Submit full-page PDF tearsheet(s) online of the classified advertising section or pages from three (3) of the five (5) calendar weeks listed above.

Dailies or semi-weeklies: Submit full-page PDF tearsheet(s) online of the classified advertising section or pages from three (3) of the five (5) exact dates listed. If you do not publish that day, submit full issues from the date closest to, and within the same week shown. Do not submit more than one tearsheet from the week.

Each newspaper may submit one (1) entry. One entry consists of three (3) PDF tearsheet(s) of the entire classified advertising section or pages submitted online.

Classified Ad Section							
	Su	M	Tu	W	Th	F	Sa
Sep 2011	4	5	6	7	8	9	10
Nov 2011	13	14	15	16	17	18	19
Mar 2012	4	5	6	7	8	9	10
Apr 2012	15	16	17	18	19	20	21
Jun 2012	17	18	19	20	21	22	23

10. Website (Competition among all circulation classes for weeklies; dailies compete in one class.)

This award will recognize excellence in newspaper websites based on the following criteria: content (quality of news and editorial matter); navigation (ease of finding and retrieving information from the website); visual and design (layout, use of graphics, photographs, animation, color and other visuals); advertising (innovative strategies and/or evidence of revenue generation); community (demonstration that the website fulfills a "community gatekeeper" role). The newspaper website will be randomly visited by judges a minimum of three times.

All newspapers: Submit a link (URL) to your website online. **Each newspaper may submit one (1) entry. One entry consists of the newspaper URL submitted online.**

** By submitting an advertising entry to the MNA Better Newspaper Contest, the newspaper (and its employees and agents) agree that, without compensation or other consideration to them, (a) MNA may reproduce and distribute the advertising copy to other newspapers, and (b) that those newspapers may use and publish the advertising copy (or portions thereof), so long as the use or reproduction is not for the original advertiser. The newspaper retains whatever ownership rights it may have in the advertising copy, including those arising under copyright law.

Awards To Individuals

11. Advertising Campaign (Competition among all individuals.)

This award will recognize overall excellence of an advertising campaign and will be made to the person(s) responsible for conceiving and organizing the ad campaign. For the purpose of this contest, "ad campaign" is defined as a series of no less than 3 ads related to the SAME advertiser. Ads must have appeared in different issues of your newspaper, not necessarily consecutive. Judges will consider: probable effects on the reader; statement by the advertiser as to the effects of the series (this statement must be included or entry will be deemed incomplete); and general appearance including design, typography and presswork.

Ads placed in member-owned shoppers may be entered in this category as part of the member newspaper's entries.

Individuals: Submit tearsheets online from any issue within the contest period.

Each individual may submit two (2) entries. One entry consists of a minimum three (3) PDF tearsheets of the entire page including the page number and date. Entrants must include a statement from the advertiser as to the effect of the series.

12. Institutional Advertisement (Competition among individuals in 3 classes: weekly circulation up to 2,500, weekly over 2,500, and dailies.)

This award will recognize excellence of the best institutional advertisement and will be made to the person(s) who conceived and developed the advertisement. An institutional ad should project the best business image or portray the character of the business. Examples include ads for banks, hospitals, groups of professionals, savings and loans, and utility companies. Judges will consider: the attractiveness of the ad as it appeals to readers, giving 50% weight to the appeal, 25% to the copy and 25% to the layout and design.

Individuals: Submit tearsheets online from any issue within the contest period.

Each individual may submit two (2) separate ad entries. One entry consists of one (1) PDF tearsheet of the entire page submitted online.

13. Self-promotion or House Ad (Competition among individuals in 3 classes: weekly circulation up to 2,500, weekly over 2,500, and dailies.)



This award will recognize excellence of the best house ad and will be made to the person(s) who conceived and developed the idea. Examples include ads promoting readership, classified, MCAN, effectiveness of ROP ads, and color promotion. (All entries submitted become the property of MNA and may be reproduced for distribution to the general membership at a later date.) Judges will consider: originality and appearance of the ad, giving 50% weight to the ad idea, 25% to the copy and 25% to the layout and design.

Individuals: Submit tearsheets online from any issue within the contest period.

Each individual may submit two (2) separate ad entries. One entry consists of one (1) PDF tearsheet of the entire page submitted online.

14. Use of Color in Advertising (Competition among individuals in 3 classes: weekly circulation up to 2,500, weekly over 2,500, and dailies.)



This award will recognize the effective use of color in advertising and will be awarded to the person(s) who conceived and developed the ad. Judges will consider: overall appearance; effectiveness of the color use; appropriateness of the color hue for the ad subject; and uniqueness or creativity in the use of color.

Individuals: Submit tearsheets online from any issue within the contest period.

Each individual may submit two (2) separate ad entries. One entry consists of one (1) PDF tearsheet of the entire page submitted online.

15. Best Advertisement (Competition among individuals in all circulation classes for weeklies; dailies compete in one class.)



This award will recognize the excellence of the best staff-produced ad that does not fit in the institutional of house ad categories and will be awarded to the person(s) who conceived and developed the ad. Judges will consider: the originality and appearance of the ad, giving 50% weight to the ad idea, 25% to the copy, and 25% to the layout and design.

Individuals: Submit tearsheets online from any issue within the contest period.

Each individual may submit two (2) separate ad entries. One entry consists of one (1) PDF tearsheet of the entire page submitted online.

16. Innovative Online Advertising (Competition among individuals in all circulation classes for weeklies; dailies compete in one class.)



This award will recognize excellence for a single online ad campaign including, but not limited to, button ads, banners, video and flash animation and will be awarded to the person(s) responsible for conceiving the ad campaign. Judges will consider: creativity, effectiveness, impact, and a statement by the advertiser as to the effects of the campaign (this statement must be included or entry will be deemed incomplete).

Individuals: Submit PDFs or URLs (permalink) online from any date within the contest period.

Each individual may submit two (2) entries. One entry consists of PDF files or URLs for up to 5 ads relating to the same advertiser. Submit PDF files and URLs online. Entrants must include a statement from the advertiser as to the effect of the ads.

17. Human Interest Story (Competition among individuals in all circulation classes for weeklies; dailies compete in one class.)



This award will recognize excellence for a single human interest story. A human interest story is a feature story that discusses a person or persons in an interactive and/or emotional way. It presents people and their problems, concerns, or achievements in a way that brings about interest or sympathy in the reader. Columns should not be entered in this category. Judges will consider: readability, originality and impact.

Individuals: Submit tearsheets online from any issue within the contest period.

Each individual may submit two (2) separate entries. One entry consists of full page PDF tearsheet(s) submitted online.

** By submitting an advertising entry to the MNA Better Newspaper Contest, the newspaper (and its employees and agents) agree that, without compensation or other consideration to them, (a) MNA may reproduce and distribute the advertising copy to other newspapers, and (b) that those newspapers may use and publish the advertising copy (or portions thereof), so long as the use or reproduction is not for the original advertiser. The newspaper retains whatever ownership rights it may have in the advertising copy, including those arising under copyright law.

18. Social Issues Story

(Competition among individuals in all circulation classes for weeklies; dailies compete in one class.)



This award will recognize excellence for a social issues story or series. Social issues are matters that can be explained only by factors outside an individual's control and immediate social environment which affect many individuals in a society. Common social issues include poverty, violence, justice, human rights (suppression of), equality (or discrimination), and crime, and usually revolve around conflicting viewpoints and tensions between people who take different stances. Columns should not be entered in this category. Judges will consider: readability, originality, and impact.

Individuals: Submit tearsheets online from any issues within the contest period.

Each individual may submit two (2) separate entries. If the entry is part of a series of multiple stories, the entry will be limited to three (3) stories per single entry. One entry consists of full page PDF tearsheets for (1) to three (3) stories online.

19. Sports Story

(Competition among individuals in all circulation classes for weeklies; dailies compete in one class.)



This award will recognize excellence in sports feature writing. Sports columns should not be entered in this category. Judges will consider: readability, originality and impact.

Individuals: Submit tearsheets online from any issues within the contest period.

Each individual may submit two (2) separate entries. One entry consists of full page PDF tearsheet(s) submitted online.

20. Business Story

(Competition among individuals in all circulation classes for weeklies; dailies compete in one class.)



This award will recognize excellence in business writing. Business columns should not be entered in this category. Judges will consider: readability, content, impact, local importance.

Individuals: Submit tearsheets online from any issues within the contest period.

Each individual may submit two (2) separate entries. One entry consists of full page PDF tearsheet(s) submitted online.

21. Arts & Entertainment Story

(Competition among individuals in all circulation classes for weeklies; dailies compete in one class.)



This award will recognize excellence in arts & entertainment feature writing. Columns should not be entered in this category. Judges will consider: readability, content and local importance.

Individuals: Submit tearsheets online from any issues within the contest period.

Each individual may submit two (2) separate entries. One entry consists of full page PDF tearsheet(s) submitted online.

22. Local Breaking News Coverage

(Competition among individuals in all circulation classes for weeklies; dailies compete in one class.)



This award will recognize excellence in breaking news coverage both in print, and online. Entrants may submit online coverage from a 24-hour period surrounding the news event, as well as the edition of the newspaper printed in closest proximity to the event (the next printed edition). Judges will consider: enterprise, thoroughness, objectivity and local importance; clarity will be paramount; style will be a secondary criteria.

Individuals at Dailies: Submit tearsheets and URLs online from any issues within the contest period. You may submit print and online coverage on the news events from a 24-hour period.

Individuals at Weeklies: Submit tearsheets and URLs online from any issues within the contest period. You may submit online coverage of the news events from a 24-hour period, in addition to stories from the next available print edition of the newspaper.

Each individual may submit two (2) separate entries. Each entry consists of one (1) or more full page PDF tearsheets and related URLs on a local breaking news story submitted online.

23. Investigative Reporting

(Competition among individuals in all circulation classes for weeklies; dailies compete in one class.)



This award will recognize excellence in investigative reporting. For this contest, investigative reporting will be defined as the development of information about government, business or other institutions or individuals that is not readily available to journalists, and requires skill and effort to obtain over and above that normally required of reporters. Information should be presented in a way that gives readers understanding and insight into subject matter that is not generally known to the public. Judges will consider equally: content of the writing (the selection of significant material) and the form in which it is written (how the material was handled).

Individuals: Submit tearsheets online from any issues within the contest period.

Each individual may submit two (2) separate entries. You may submit a series of multiple stories in this category. One entry consists of full page PDF tearsheets submitted online (a single story or series of stories). You may also include a written statement specifying what happened as a result of the story in the community.

24. Columnist

(Competition among individuals in all circulation classes for weeklies; dailies compete in one class.)



This award will recognize excellence of columnists employed on newspaper staffs. Judges will evaluate 3 columns and their purpose (i.e. whether they interpret, evaluate, entertain, advocate, etc.) considering: how well the columns fulfill these goals; literary style; ability or cleverness of the writer; depth of the material or research; and local interest and relevance to the community.

Individuals: Submit three (3) PDF tearsheets online.

Each columnist may submit only one (1) entry. One entry consists of three (3) separate columns from any issues within the contest period. Submit full page PDF tearsheets online.

25. Photography

(Competition among all circulation classes for weeklies; dailies compete in one class.)



This award will recognize excellence in photojournalism by individual newspaper reporters. There are five subcategories:

- (a) News Photo;
- (b) Sports Photo;
- (c) Feature Photo;
- (d) Photo Story (three or more photos that tell a single story);
- (e) Portrait and Personality.

Judges will consider: content of the photo (75% weight) and technique (25%).

Individuals: Submit tearsheets online from any issues within the contest period.

Each individual may submit two (2) separate entries per subcategory. One entry consists of one photo or photo story within each subcategory. Full page PDF tearsheets must be submitted online. You may also attach the original .jpeg file of the photo along with your entry. Please provide descriptive language of the photo in the entry form.

26. Use of Information Graphics and Graphic Illustrations



(Competition among individuals in 3 classes: weekly circulation up to 2,500, weekly over 2,500, and dailies.)

This award will recognize excellence in staff-produced information graphics and graphic illustrations. Judges will consider: artistic design; usefulness to the reader, clarity of content; and enhancement to the story.

Individuals: Submit tearsheets online from any issues within the contest period.

Each individual may submit two (2) separate entries. Each contest entry consists of full page PDF tearsheets that include the entrant's graphics or graphic illustrations, and the related story, if applicable, submitted online. Please provide descriptive language of the graphic in the entry form.

Special Awards

27. Press Photographers Portfolio (Competition among individuals in 2 classes: weeklies and dailies.)



This award will recognize overall excellence among newspaper photographers as reflected by a broad sample of their work. Judges will consider: subject matter, originality, technical excellence, and versatility.

Individuals: Submit photos online from any issues within the contest period.

Each individual may submit only one (1) contest entry. Each contest entry consists of full page PDF tearsheets of up to ten (10) photos. You may also attach the original .jpeg files of the photos along with your entry.

28. Editorial Portfolio (Competition among 2 classes: weeklies and dailies.)



This award will recognize overall excellence in locally-written editorials, recognizing sustained quality as reflected by a broad sample of the newspapers editorials. Judges will consider: the editorials' significance to the community will be given heavy weight; sound reasoning; power to influence public opinion; and clarity.

Weeklies: Submit full page PDF tearsheets online of from five (5) to seven (7) of the calendar weeks containing the dates listed above.

Dailies or semi-weeklies: Submit full page PDF tearsheets online from five (5) to seven (7) of the exact dates listed above. If you do not publish that day, tearsheets from the date closest to, and within the same week shown. Do not submit more than one entry from the same week.

Each newspaper may submit one (1) contest entry. Each contest entry consists of five (5) to seven (7) separate editorials submitted as full page PDF tearsheets. Editorials submitted may be from more than one staff member. Newspapers may document the outcome or impact of the editorials in a statement submitted with the entries.

Editorial Portfolio							
	Su	M	Tu	W	Th	F	Sa
Sep 2011	25	26	27	28	29	30	1
Oct 2011	9	10	11	12	13	14	15
Oct/Nov	30	31	1	2	3	4	5
Nov/Dec	27	28	29	30	1	2	3
Jan 2012	8	9	10	11	12	13	14
Mar 2012	11	12	13	14	15	16	17
Apr 2012	22	23	24	25	26	27	28
May 2012	13	14	15	16	17	18	19
Jun 2012	3	4	5	6	7	8	9
Jul/Aug	29	30	31	1	2	3	4

29. Design Portfolio (Competition among individuals in 2 classes: weeklies and dailies.)



This award will recognize overall excellence among graphic artists and designers as reflected by a broad sample of their work. Judges will consider: page composition and design; use of photos; graphics and illustrations; overall appearance; artistic design; creativity; and usefulness to the reader.

Individuals: Submit tearsheets and URLs online from any issues within the contest period.

Each individual may submit only one (1) contest entry. Each entry consists of full page PDF tearsheets or URLs of up to ten (10) examples of page layout, graphics and illustrations, and other design elements created by the entrant and published in the newspaper or online.

30. New Journalist of the Year (Competition among individuals in 2 classes: weeklies and dailies.)



This award will recognize high achievement and dedication to the craft of journalism by a reporter, copy editor, photojournalist, editor or designer who has worked at a professional paper for two years or less.

All Newspapers: Submit entries online.

Each newspaper may submit one nomination per eligible journalist. One entry consists of a one-page nomination letter and six (6) samples of the nominee's best work submitted online as PDF tearsheets.

31. Special Section (Competition among 3 classes: weekly circulation up to 2,500, weekly over 2,500, and dailies.)



This award recognizes excellence in specials sections devoted to a single subject, as supplements to newspapers. Judges will consider: general effect on the reader of the issue taken as a whole; relevance of editorial copy to advertising; originality of both editorial and ad copy; and effectiveness of local advertising.

All Newspapers: Submit special sections from any issue within the contest period.

Each newspaper may submit up to two (2) entries. One entry consists of a special section supplement devoted to a single topic. Submit special sections to MNA by mail.

32. Best Magazine

(Competition among 2 classes: weeklies and dailies.)



This award will recognize excellence in magazines produced by MNA member newspapers. Judges will consider: overall excellence in the publication, including editorial content, design – including use of photos and graphics, and effectiveness of advertising.

All Newspapers: Submit magazine issues from any date within the contest period.

Each newspaper may submit up to two (2) entries. One entry consists of a single magazine issue created and published by an MNA member newspaper staff. Submit magazines to MNA by mail.

33. Best Use of Video

(Competition among 3 classes: weekly circulation up to 2,500, weekly over 2,500, and dailies.)



This award will recognize excellence in using video to impact storytelling. Judges will consider: production quality, relevance of topic, content, creativity, and impact.

All Newspapers: Submit entries online from any date within the contest period.

Each newspaper may submit up to two (2) entries. Each entry will consist of a URL(s) to one (1) video submitted online.

34. Best Use of Multimedia

(Competition among 3 classes: weekly circulation up to 2,500, weekly over 2,500, and dailies.)



The award will recognize excellence in using new media to impact storytelling. Judges will consider: best presentation that supports storytelling and enhances the impact of the story with the use of multimedia; and must include, but is not limited to, audio, video, podcasts, photo galleries or animation as appropriate for the story. The entry can be a story that appeared on the Web only, but must include the use of multimedia. If the story also appeared in print, the story on the website must go beyond what appeared in the print edition to enhance the story.

All Newspapers: Submit entries online from any date within the contest period.

Each newspaper may submit up to two (2) entries. Each entry will consist of a URL(s) to one (1) multimedia special project submitted online.

35. Best Use of Social Media

(Competition among 3 classes: weekly circulation up to 2,500, weekly over 2,500, and dailies.)



This award will recognize excellence, efficacy, and innovation in social media use by newspapers. Entries may include examples of crowd sourcing; community engagement via sites like Facebook, Twitter, LinkedIn, video and photo sharing sites, etc.; and other innovative uses of social media. Entrants should submit a statement describing the use of social media tools, and resulting success. Judges will consider: efficacy, innovation, creativity, impact, results.

All Newspapers: Submit tearsheets and URLs online from any issue within the contest period.

Each newspaper may submit up to two (2) entries. One entry consists of materials outlined above from the contest period. Submit PDF tearsheets and URLs online.

36. Herman Roe Editorial Writing Award

(Competition among all individuals.)



A highly-coveted award, the Herman Roe Editorial Writing Award will recognize impactful, meaningful and excellent editorial writing. Judges will strongly consider the significance to the community of the editorial submission. This award seeks to recognize the single best editorial written during the contest period.

The late widow of Herman Roe established this award in 1965. Herman Roe was a publisher of the Northfield News, past president of MNA and one of the state's outstanding editorial writers.

Each individual may submit two (2) entries. One entry consists of one editorial from any issue within the contest period. Submit full page PDF tearsheets online. The person submitting the entry must be the sole writer of the editorial.

37. Government/Public Affairs Reporting

(Competition among all individuals.)



This award will recognize exemplary reporting on local, state or federal government and how it affects a newspaper's community. Judges will consider the clarity and relevancy to readers. Stories might be on coverage of city hall, school boards, state legislation, etc. Editorials supporting the reporting examples may be part of the entry, but not the focus of the entry.

Individuals: Submit tearsheets online from any issue within the contest period.

Each individual may submit two (2) separate entries. Entries may include series of multiple stories, or ongoing coverage of a single issue. Submit PDF tearsheets online.

38. Freedom of Information Award

(Competition among all newspapers.)



This award will recognize an effective job of furthering the cause of Freedom of Information. Some examples include an editorial campaign, news coverage, court actions or community education program designed to open meetings, to open records, etc.

All Newspapers: Submit tearsheets online from any issue or issues from the contest period.

Each newspaper may submit one (1) entry. One entry consists of an editorial or news coverage exemplifying freedom of information coverage from the contest period. Submit up to five (5) PDF tearsheet(s) online.

39. Explanation of Newspaper Operations or Newspaper Ethics

(Competition among all newspapers.)



This award will recognize excellence in the explanation to readers of newspaper operations or ethics. Judges will consider use of stories, columns, editorials and advertising to explore how a newspaper functions, how policies are developed, or what standards are used to determine what the content of a paper will be, or how stories and photos will be played.

All Newspapers: Submit tearsheets online from any one issue within the calendar period.

Each newspaper may submit two (2) entries. One entry consists of materials outlined above from a single newspaper issue. Submit PDF tearsheet(s) online.

40. Category X: Utilizing Public Records

(Competition in 3 classes: weekly circulation up to 2,500, weekly over 2,500, and dailies.)



New!

This award will recognize excellence in utilizing public records, public notices, and other documents, reports and resources available to the public to produce news stories, features, in-depth reports or other content for the newspaper and its website. The award will be presented to newspapers that produce excellent content utilizing public records and demonstrate to the community the importance of public records; how the use of public records enhances news coverage of issues; and why access to public records is important. You may submit a statement describing how documents were obtained by the newspaper. Judges will consider: content and form of writing, clarity, relevance, impact.

All Newspapers: Submit entries online from any date within the contest period.

Each newspaper may submit one (1) entry. One entry consists of news coverage, editorials, features, or multimedia from the contest period demonstrating excellence in utilizing public records. Submit up to five (5) PDF tearsheet(s) and/or URLs online.

41. Lynn Smith Community Leadership Award

(Competition among all newspapers.)



This award will recognize local leadership initiatives that were encouraged, initiated or promoted by the newspaper. Leadership actions may have caused something positive to happen or may have prevented something negative from happening. General reports on local government and organizations are not eligible. Entries may include editorials, exhibits, meetings sponsored by the newspaper, house ads or flyers relating to the effort. Cover letters are allowed.

All Newspapers: Submit tearsheets online for a project that either started or ended within the contest period.

Each newspaper may submit only one (1) entry. One entry consists of materials outlined above from the contest period. Submit PDF tearsheet(s) and/or URLs online.

Have You...

1. Complied with the rules for each category entered?
2. Completed an entry form online for each entry?
3. Attached a printed entry label to each mailed entry?
4. Included a list of all entries along with the entry fee for each entry, (\$9 per entry)?
5. Postmarked or submitted your entries by Monday, October 1?

Mail payment and entries to:
Minnesota Newspaper Association
12 South Sixth Street, Suite 1120
Minneapolis, MN 55402-1502
E: member@mna.org | P: 612-332-8844



Frequently Asked Questions

If you have any questions about the BNC, please read the full rules and instruction packet first. We have tried to make the directions clear and user-friendly. We've provided some answers to frequently asked questions below, but if you still have questions, the MNA staff is prepared to assist you. To reach us, please call the MNA office, 612-332-8844 or 800-279-2979 or email member@mna.org.

What work can I enter in the BNC?

Anything published between September 1, 2011, through August 31, 2012

What browser should I use?

The contest site www.betterbnc.com is compatible with Internet Explorer (6+) and FireFox (2+) on the PC, and FireFox (2+) on the Macintosh. FireFox is BetterBNC's recommended browser.

How do I know what my password is?

The first time you login into the system, the default password is "bnc" (password is case sensitive). You will be prompted immediately to update your password and contact information. Each newspaper can have only ONE password, so please share it with coworkers who will be using the contest system.

If you've already changed your password, and have lost or forgot it, please email or call Sarah Bauer who can help re-set the password (sarah@mna.org or 612-278-0250).

How do I determine or adjust my circulation group?

MNA has pre-determined your circulation group, based on your circulation submitted for the MNA Directory. If you believe there is an error, please call the MNA office, 612-332-8844 or 800-279-2979 or email member@mna.org.

Do I have to fill out an entry form online for entries that I mail to MNA?

Yes. You must fill out an entry form online for every single entry. Print and affix entry label securely to the entry materials that require mail-in submission. When more than one section or issue is required, be sure to bind all materials together securely with a binder clip, rubber bands, or enclose in a manila folder or envelope.

Which categories must be submitted by mail?

- 1: General Excellence
- 2: Typography and Design
- 4: General Reporting
- 6: Use of Photography as a Whole
- 7: Headline Writing
- 8: Advertising Excellence
- 31: Special Section
- 32: Best Magazine

MNA's mailing address is 12 South Sixth Street, Suite 1120, Minneapolis, MN 55402. Mailed entries must be postmarked on or before October 1.

All other categories must be submitted online. If you do not have the capability to provide digital files for entry categories, contact MNA immediately, and we will work with you to create files that can be uploaded to the online contest system.

There is no specific title for my entry (or there are multiple titles). What should I put here?

On the entry form, when asked to provide "Headline or Title of Entry (exactly as it appears on the page)" - if there is no specific title, use the category title as a guide (e.g. "Paynesville Press - General Excellence" or "Sally Jones - Design Portfolio").

I'm required to enter a "Run Date" but I'm not sure what to put here.

For categories like website that do not have a single "run date," enter a date within the contest period like "September 1, 2011." For categories where there are multiple stories as part of an entry, or a series, for example, enter the publication date of the first story. As long as the date you enter is within the contest period (September 1, 2011 - August 31, 2012), you will not raise red flags with the judges.

How do I make changes to an entry that I've already submitted?

On the "Manage Entries" page of the contest system, identify the entry you'd like to update or change. In the "Actions" column, click "Label" to print a label to affix to mail-in entries. Click "Edit" to update or change an entry. You can delete uploaded files and upload new or additional files, here, as well. Click "Disable" if you'd like to remove the entry from view of the contest administrator and judges. Click "Delete" if you'd like to remove the entry. This action is permanent.

Can I submit a series of stories as one entry in the contest?

Unless otherwise noted, one entry consists of one story. Some categories allow you to submit more than one story as a single entry.

I'd like to enter a story/special section/magazine that was a joint effort between two newspapers/multiple staffs. How should we enter this work?

When submitting work produced by multiple or shared staffs, submit the entry under the newspaper with the larger circulation. In the "comment/info" section of the entry form you may provide more detailed information including more complete list of staff members and/or newspapers involved with the entry.

What file formats are accepted for uploading?

File formats accepted by the system include .pdf, .jpg, .gif, and .png (and .doc in applicable categories). If for some reason you don't have a PDF of the tearsheet you wish to submit, it would be easy to snap a photo and submit the resulting photo file.

What is the maximum file size?

5MB is the maximum file size allowed by the contest system.

How can I make my PDF files smaller?

Most newspaper PDFs include high-resolution (200-300dpi) grayscale or CMYK images for printing. However, PDF contest entries will be viewed and judged on a computer monitor, which displays at low resolution (72-96dpi) in RGB color.

Changes in the resolution and color mode of images are the most effective ways to reduce file size without sacrificing quality.

1. Resolution. In PDFs, text is always clear regardless of resolution. Resolution relates only to photos and rasterized graphics. Reducing resolution by half reduces image file size by 75%. The recommended maximum resolution of 96dpi can be enforced by Distiller settings.

2. Color mode. Converting from CMYK to RGB color will reduce image file size by another 25%. This color conversion can again be enforced by Distiller settings.

If you reduce image resolution and/or convert color mode in your entry PDFs with a PDF editor (e.g., Enfocus Pitstop or Quite A Box Of Tricks) or use the native profiling/editing tools in Acrobat 6 or later, **YOU WILL NOT GAIN THE EXPECTED REDUCTION IN FILE SIZE unless you redistill** the PDF afterward.

What is the most efficient way to collect entry files?

Collect copies of all PDF files that contain entry-related pages into one place. These may be full-issue, full-section, or individual-page PDFs that you sent to your printer or that you saved from your page layout program for other reasons. The sizes, resolutions, color modes, and other characteristics of those PDF files can be ignored at this point.

Extract entry-related pages from any multi-page PDFs, or delete non-entry pages. Give each resulting file a clearly descriptive name. Combine into a single PDF file the pages that comprise each entry. Instructions for extracting and combining PDFs are provided below. Distill. Once you've created all your entry PDFs, redistill each one as explained above to reduce it to the smallest practical size. It is not productive to try to reduce the sizes of individual files before combining them into complete entries. Like all changes, combining pages can increase overall PDF file size.

How do I extract pages from a full-issue or full-section PDF?

In Acrobat, open the PDF file, then choose "Extract Pages..." from the Document menu and follow the instructions. This will allow you to save individual or sequential pages in separate files anywhere on your system.

How do I combine PDF pages or files into a single entry?

Open the PDF file that is to appear first in the entry, choose "Save As..." from the File menu, and save that file with the name you'd like to give the final PDF entry. Choose "Insert Pages..." from the Document menu, choose the file that is to appear next in the entry, then specify where that file should be inserted. When all insertions have been made, save and close the PDF file. You'll need to redistill the final PDFs.

How will MNA prevent fraud?

We prefer to trust our member publishers not to submit embellished or edited entries. It is true that ads and articles can be re-edited, photos can be retouched or replaced, and page layouts can be changed. However, major deception probably would be noticed, if only because winning PDFs will be available to the public and MNA members on the MNA website. If fraud is suspected with any entries, a full investigation will follow.

How do I submit payment for my entries?

First, calculate the amount owed. To do this, go to the “Manage Entries” page of the online system, click “Calculate Entry Fee” in the upper right-hand corner of the page. If you are paying by check, please print this list and mail it along with a check for the full amount owed, to MNA. Checks should be made payable to “MNA.”

MNA’s mailing address is 12 South Sixth Street, Suite 1120, Minneapolis, MN 55402. Mailed payment and entries must be postmarked on or before October 1.

You may also pay by credit card. On the “Calculate Entry Fee” page, click the link at the bottom that reads, “If you wish to pay online with a credit card, click here.” This link will take you through MNA’s online credit card payment process.

What if my info is wrong or my paper is not listed!?

We have worked very hard to make sure all MNA newspapers are included on the publication list, and that the divisions of each paper are as accurate as possible. However if you note that your newspaper is missing OR the division/circulation is listed incorrectly, please do not panic, simply call MNA at 800-279-2979 or 612-332-8844 or email member@mna.org and it will be fixed A.S.A.P!

What is the deadline for submitting contest entries?

Monday, October 1, 2012. All entries must be uploaded to the online system by 11 p.m. Oct. 1. Categories that require mailed entries must be postmarked on or before Oct. 1.

Where can I get more help for anything I can’t find here?

Call MNA at 800-279-2979 or 612-332-8844 or e-mail member@mna.org.