

The Complete Guide

2016 New Jersey Press Association

Photo Contest



New Jersey Press Association

810 Bear Tavern Road, Suite 307

West Trenton, NJ 08628-1022

(609) 406-0600 • www.njpa.org



2016 New Jersey Press Association Photo Contest

The Essentials

CONTEST DEADLINE: **Monday, January 9, 2017**

- All other entries may be uploaded until 11:59 p.m.

CONTEST PERIOD: **January 1 to December 31, 2016**

CONTEST WEBSITE: www.betternewspapercontest.com

All entries must be submitted on the website.

YOUR PASSWORD:

If this is the first time your newspaper will enter the contest, the temporary password is **bnc**. You will be asked to change it when you log on for the first time. However, if your newspaper entered last year, you already have a Contestant Manager who selected a password. Please contact them and request to be made an Authorized Entrant. If you don't know who is your Contestant Manager, call Peggy Arbitell at (609) 359-7381.

MAXIMUM NUMBER OF ENTRIES:

Total of 55 entries per newspaper

There is no limit on the number of entries per category.

COST TO ENTER:

Choose either \$229 per newspaper or \$10 per entry

Please total the number of your entries on the enclosed Contest Entry Form. Send the form and a check for the full amount to NJPA by the mail-in deadline. If entering multiple contests, a single check may be sent with the various contest entry forms.

FOR ADDITIONAL INFORMATION:

Peggy Arbitell

(609) 359-7381

parbitell@njpa.org

www.njpa.org

New Jersey Press Association

2016 NJPA Photography Contest

810 Bear Tavern Road, Suite 307

West Trenton, NJ 08628-1022

**Pay Attention**

when you see this icon. It could make the difference between winning an award and having your entry disqualified.

General Information

New Jersey Press Association's Photo Contest encourages excellence by recognizing the achievements of NJPA member newspapers and digital news organizations. The contest looks to the future by encouraging news organizations to find new ways to inform, entertain, enlighten and engage their readers.

Eligibility

This competition is open to newspapers and digital news organizations that are full members of New Jersey Press Association whose dues and assessments are paid in full through December 31, 2016.

Contest Period

January 1, 2016 – December 31, 2016

Deadline

Monday, January 9, 2017

The contest website will accept all other entries until 11:59 p.m.

Judging

Entries will be judged according to the guidelines set forth in the category listings and rules. Judges who are independent of the New Jersey Press Association will select First, Second and Third place winners in each category. Awards will be granted only when judges believe that special recognition is warranted. In categories that receive fewer than four entries, the association encourages judges to award prizes only if the entries merit them.

Awards Presentation

Winners will receive their awards at NJPA's Spring Awards Celebration on Thursday, April 27, 2017 at The Hamilton Manor, 30 Route 156, Hamilton, N.J.

Entry Criteria

All entries must have been published in print or digitally between January 1, 2016 and December 31, 2016. Photos must be the product of 2016.

The photography contest has two divisions – Daily and Weekly – which are judged separately. Most digital news organizations will be judged with the Daily division.



Each individual photo or "picture story" may only be entered in one category. However, picture stories may include individual photos that have been entered in other categories.

A "picture story" consists of a minimum of three photos and a maximum of 15 photos.

The Portfolio category is intended to show a mix of the photographer's body of work. Photographs entered in other categories can be entered as part of the Portfolio category. The images do not need to be related to each other.

All photo entries must be in JPEG format. See the "Preparing your entries" section for the specific settings and file information required.



All entries will be examined by the committee prior to judging. Those that do not comply with these rules will be disqualified. If a newspaper's entries exceed the stated number for the contest, the association staff reserves the right to eliminate the excess at its discretion.

Group weekly newspapers

Group weeklies must submit each entry under the name of an individual newspaper, not under the name of the group. In addition, they must submit a master entry form that totals their entire group's submissions.

Questions?

Contact NJPA's contest coordinator:

Peggy Arbitell

(609) 359-7381

parbitell@njpa.org

Contest Instructions

New Jersey Press Association's Photo Contest is digital.
All photo entries are submitted on the contest website:
www.betternewspapercontest.com

For best results, the contest website recommends using the most recent version of Mozilla Firefox to make your contest entries.

Reminders for this year's contest

Username and Password

Each person submitting entries will have a unique username and password.

Contestant Manager

The "Contestant Manager" controls what is entered in a contest for your newspaper or website.



- **IMPORTANT: Your Contestant Manager is the same person year to year.**

The first person who logs into the contest and makes two entries becomes your Contestant Manager. (These first two entries may be test entries that are deleted after other entries are submitted.)

- NJPA has four contests: Advertising, Editorial Daily, Editorial Weekly, and Photography. Your newspaper or website can have a different Contestant Manager for each contest.
- The Contestant Manager can choose to make entries exclusively or authorize others to make entries. To allow others to make entries, the Contestant Manager must create a separate account for each person.
- The Contestant Manager has access to all entries submitted to a contest for your newspaper or website, and can edit, disable or delete any entry.
- The Contestant Manager can access account information and passwords for every person he/she authorizes to make entries.

We recommend your newspaper designate one person as the Contestant Manager. This is the person we will contact if there are problems with any of your contest entries.

Authorized Entrant

Each person the Contestant Manager gives permission to make entries is an "Authorized Entrant".

- While the Contestant Manager can see and edit all of the entries and account information, the Authorized Entrant only can see and edit the entries he/she made.

Scrapbooks

Potential contestants can save their work on the contest website in their own Scrapbook accounts. Scrapbooks are personal. They are not connected with a particular contest, but are available for any contest.

- For this contest, once a potential contestant has been made an Authorized Entrant, he/she can upload content from his/her Scrapbook directly into an entry.



Start early and become familiar with the process!

We strongly recommend that you start making your entries early. Certainly don't wait until the day before the deadline!

We suggest you make some test entries to learn the process. Later, these test entries should be "disabled" so they are not part of your official entries.

Step-by-step directions for setting up accounts and making entries are available on the contest website – www.betternewspapercontest.com. Under "Contestant Login", click on "Contestant Manager Help" or "Authorized Entrant Help".

Or use these links for PDFs of the directions:

- **Contestant Managers**
http://betterbncsupport.com/images/ContestantManager_Instructions_4_3.pdf
- **Authorized Entrants**
http://betterbncsupport.com/images/AuthorizedEntrant_Instructions_4_3.pdf

If you have questions or problems, please contact Peggy S. Arbitell at (609) 359-7381, or parbitell@njpa.org.

For technical issues, go to the contest website – www.betternewspapercontest.com. Click on "contact BetterBNC", then "Start Trouble Ticket".

Contest definitions

Division: a specific contest, e.g., Advertising, Editorial Daily, Editorial Weekly or Photography

Category: a specific competition within a contest division, e.g., "Best Special Section" or "News Writing Portfolio" or "Sports Action" photo. Each category has specific requirements that are explained in the contest rules.

Entry: a submission in a category. The Photography contest does not limit the number of entries per category. However, this contest has an overall limit of 55 entries per newspaper.

Preparing your entries



Keep the judges happy!

Don't make them wait for your JPEGs to be displayed because a file is too large. Entries that the judges cannot view will be disqualified.

Maximum entry size

Each entry should be less than 5 MB. Individual photos using the settings below are unlikely to reach this size. However, picture stories may exceed this limit.

Reduce the size of picture story entries

For picture story entries, submit the key photos using the specs below. For the supporting photos, try reducing the DPI resolution until the entire package is no more than 5 MB.

Photo settings

Submit your entries in JPEG format with the following settings:

- RGB mode for all photos, color and black & white
- JPEG compression quality set to 6
- DPI no higher than 250
- Longest side of image no longer than 10 inches
- Only one image per file

Identifying photos

Use Photoshop's "File Info" to enter information about each entry:

- In the "Description" or "Caption" area:
 - Title:** All photos and picture stories must have titles
 - Author:** Photographer's name
- In the "Origin" area:
 - Date Created:** Date the photo was taken – NOT the publication date.

Photo captions

Enter photo captions in the "Caption text" box on the website entry form:

- Enter the date published, followed by caption information the judges need to know about the photo.
- For picture stories, on the first picture, add a title and introductory paragraph about the entire entry.
- Photographer's name and affiliation must not appear in the "Comment" box.

Naming entries

When uploading files, any filename may be used. The contest website uses information you entered (newspaper name, division, category, etc.) to assign a unique code to each file. These codes sort your entries into the proper circulation group, division and categories for judging.



Making entries

Headline or Title of Entry

Enter the same title for the photo or picture story as you listed in Photoshop. Do NOT include the name of the photographer.

Credits

In the boxes labeled "Who should be credited for this entry?" you can enter up to four names of people who worked on the entry.

- In the box titled "First Name" list the FULL name: **Joe Green**
- In the box titled "Last Name" list that person's title: **Photographer**, etc.
- If more than four people worked on the project, enter: **Photo Staff**, etc.

Official Entry Form

Once you have completed the entry form, click on the "Submit" button and you will be taken to the entry verification page, titled "This Page is Your Official Entry Form."

- From the verification page, you can "Submit Another Entry", "Manage Entries" or "Logout".
- DO NOT hit the Back button or you may eliminate this entry!

Once the maximum number of entries is reached in a category, that category is no longer available unless an entry is "disabled" using "Manage Entries".

You may print copies of the Official Entry Form for your use, but please do not send them to NJPA.

Please send NJPA the **Contest Entry Form** that is included with this package.



Photo Contest Categories – Open to newspaper & digital news members

- 1 Spot News**
Any single picture of an unscheduled (no opportunity for planning) news event.
- 2 General News**
A single picture of a scheduled (opportunity for planning) news event.
- 3 News Picture Story**
A series of pictures of a general news or spot news event.
- 4 Sports Action**
Any single picture taken during on-going action of any activity considered a competitive sport.
- 5 Sports Feature**
Any single picture of a sports-related event that is not game action.
- 6 Sports Feature Picture Story**
Series of photos of a sports-related event that is not game action.
- 7 Feature**
All single picture entries that do not fit in any other category.
- 8 Feature Picture Story**
Any series of feature pictures that tells a story other than a breaking news event. It does not need to have been printed in the next day's paper.
- 9 Portrait**
A single picture that reveals the essence of the subject's character.
- 10 Pictorial**
A single picture made for scenic or artistic value.
- 11 Illustrations**
Entry should be a single color or black & white image that is created to illustrate a concept or story.
- 12 Contemporary Issues**
A series of photos (maximum 12) which highlight current social concerns. Images dealing with issues of health, hunger, crime, poverty, disease, the economy, politics and the human condition are well suited to this category.
- 13 Best Portfolio**
Portfolios will be judged on their impact as a unit, demonstrating diverse ability, journalistic value and photographic excellence. Entry may contain no more than 21 images in total. Must include one picture story. Newspapers may submit only one entry in this category. Size requirement for 21 images is from 8 to 10 MB.

Best of Show

The winner will be selected by the judges from among all of the first place photos.

NEW JERSEY PRESS ASSOCIATION
2016 Photo Contest Entry Form

___ DAILY ___ WEEKLY ___ DIGITAL NEWS MEDIA

Newspaper _____

Address _____

Contact Person _____ Title _____

Telephone _____ Email _____

The fee is \$229 per newspaper or \$10 per entry. Maximum of 55 entries per newspaper. You may pay by check or credit card. If paying by credit card, please select "Credit Card" below and submit this form via email to parbitell@njpa.org, fax to 609-406-0300, or mail to NJPA office. NJPA will then email you an invoice for the payment along with a link to pay online through PayPal.

Payment options: ___ Credit Card ___ Check enclosed (payable to NJPA)

Below, indicate the total number of entries per category that your newspaper is entering.



Group Weeklies:

Please complete one copy of this form for each newspaper in your group. Then complete the **Master Form for Group Weeklies** (on next page) totaling all entries in each category and attach them together.

CATEGORIES		# of Entries
1	Spot News	1 _____
2	General News	2 _____
3	News Picture Story	3 _____
4	Sports Action	4 _____
5	Sports Feature	5 _____
6	Sports Feature Picture Story	6 _____
7	Feature	7 _____
8	Feature Picture Story	8 _____
9	Portrait	9 _____
10	Pictorial	10 _____
11	Illustration	11 _____
12	Contemporary Issues	12 _____
13	Best Portfolio	13 _____
TOTAL Number of ENTRIES		Total _____
AMOUNT PAYMENT enclosed		\$ _____



Contest Entry Form MUST arrive at NJPA's office by 4pm on January 9, 2017.

NEW JERSEY PRESS ASSOCIATION

2016 Photo Contest Entry Form

MASTER ENTRY FORM FOR GROUP WEEKLIES

Group Name _____

Address _____

Contact Person _____ Title _____

Telephone _____ Email _____

Below, indicate the total number of entries per category for your group.



Group Weeklies must complete this form and submit along with individual entry forms for each paper.

CATEGORIES		# of Entries	
1	Spot News	1	_____
2	General News	2	_____
3	News Picture Story	3	_____
4	Sports Action	4	_____
5	Sports Feature	5	_____
6	Sports Feature Picture Story	6	_____
7	Feature	7	_____
8	Feature Picture Story	8	_____
9	Portrait	9	_____
10	Pictorial	10	_____
11	Illustration	11	_____
12	Contemporary Issues	12	_____
13	Best Portfolio	13	_____
TOTAL Number of ENTRIES		Total	_____
AMOUNT PAYMENT enclosed		\$	_____



Contest Entry Form MUST arrive at NJPA's office by 4pm on January 9, 2017.