

Handy Guide to the Category Icons



UPLOAD FILES

Digital files must be uploaded to the BNC contest system for this category.



MAIL ENTRY

Some categories that involve full sections must be shipped instead of uploaded. However, the entry information must be input into the BNC system.



UPLOAD ONE FRONT PAGE OF SECTION

For those categories that require shipping, upload one page (front of the section being entered) to the contest system.



SUBMIT URL

Make sure you input the proper URL for any online entry. Provide user name and password if necessary to access entry.



CROPPED CLIPS ONLY

Applies to story and column entries. Do not submit full pages, only the stories and columns to be judged.



FULL SECTION/ EDITION

Indicates that the category requires the submission of either entire printed editions when designated or entire printed sections for categories such as Sports Coverage.



TEARSHEET REQUIRED

Refers to a full-page digital file, not a printed tearsheet to be shipped. These are to be uploaded to the BNC system.



SUBMIT PRINT WITH TEARSHEET

Refers to a digital photo (such as a JPG), not a physical print. Photo file must be cropped as published in the newspaper. Upload both the full-page file and the photo file(s) to the BNC system.



ATTACH LETTER/ DESCRIPTION

Should either be a PDF or in a word processing format that may be opened with a variety of programs. Only attach these files where this icon appears. The attachment will be removed from any other category.



CONSECUTIVE DATES REQUIRED

Dailies: Refers to publishing days. For example, if you publish on Saturdays, but not Sundays, Monday would be a consecutive day for this contest. *Note: in the Feature Section category this rule applies to all feature sections, regardless of whether the section's name changes each day. For instance, if you have a Food section on Wednesdays followed by a Family section on Thursdays, those are consecutive publication days. The following Wednesday's Food section is not considered "consecutive."*

Communities: Unless the written description for the category specifically states consecutive editions, any two dates within one of the contest months is allowed.



ONE ENTRY PER PAPER

Only one entry per newspaper is allowed in this category.



2 ENTRIES PER PERSON

Be sure to check the general instructions for information on stories with multiple bylines and how it applies to these limits.



ONE ENTRY PER PERSON



3 ITEMS REQUIRED PER ENTRY

Categories such as Serious Columns require three columns written by the same person. These columns make up one entry and must be uploaded together.



2 ITEMS REQUIRED PER ENTRY

Categories such as Sports Coverage require two separate sections to make up a single entry and uploaded together.