















Full Name of School

Entry Form Checklist

 Please ensure that the name of your school is in the front cover design of your publication.

All entries must include the following: Teacher - please tick when completed

Shine Office check list use only

- | | | |
|--|--------------------------|--------------------------|
|  The name(s) of the software that you used | <input type="checkbox"/> | <input type="checkbox"/> |
|  The names of those who gave specialist help, if any | <input type="checkbox"/> | <input type="checkbox"/> |
|  Name and address of the printers (if not printed in-house) | <input type="checkbox"/> | <input type="checkbox"/> |
|  JPEG images (at 300dpi)* of the Front Cover of your publication and also of selected inside Feature page spreads | <input type="checkbox"/> | <input type="checkbox"/> |
|  Six copies of your school's publication (Online printout) | <input type="checkbox"/> | <input type="checkbox"/> |
|  A JPEG image of your Team (at 300dpi), with a list of names | <input type="checkbox"/> | <input type="checkbox"/> |
|  A JPEG image (300dpi) of the Best Feature Article (if entered) | <input type="checkbox"/> | <input type="checkbox"/> |
|  A JPEG image (300dpi) of the author of the Best Feature Article | <input type="checkbox"/> | <input type="checkbox"/> |
|  A JPEG image* of your Most Outstanding Pupil nomination | <input type="checkbox"/> | <input type="checkbox"/> |
|  A JPEG image* of your Most Inspirational Teacher nomination | <input type="checkbox"/> | <input type="checkbox"/> |
|  Confirmation of parental consent for use of photographs on all Shine reports and publicity | <input type="checkbox"/> | <input type="checkbox"/> |
|  Copyright Statement for content, photographs, audio-visual | <input type="checkbox"/> | <input type="checkbox"/> |
|  A completed Award Category Entry List (see next page) | <input type="checkbox"/> | <input type="checkbox"/> |

















2017 Entry Form

Full Name of School

IMPORTANT

Please tick the Award Categories that you are entering

Teacher - please mark boxes for categories entered

- | | |
|---|--------------------------|
|  1 Best Cover (Graphic Book/ Newspaper / Magazine) | <input type="checkbox"/> |
|  2 Best Design and Layout | <input type="checkbox"/> |
|  3 Best Original Artwork or Illustration | <input type="checkbox"/> |
|  4 Best Original Photograph | <input type="checkbox"/> |
|  5 Best Cartoon | <input type="checkbox"/> |
|  6 Best Feature Article | <input type="checkbox"/> |
|  7 Best Overall Editorial Content | <input type="checkbox"/> |
|  8 Best Business Strategy | <input type="checkbox"/> |
|  9 Best Community Initiative | <input type="checkbox"/> |
|  10 Best Environmental Strategy - <i>Please attempt an entry</i> | <input type="checkbox"/> |
|  11 Most Inspirational Teacher | <input type="checkbox"/> |
|  12 Most Outstanding Pupil | <input type="checkbox"/> |
|  13 Best Graphic Book | <input type="checkbox"/> |
|  14 Best Online | <input type="checkbox"/> |
|  15 Best Newspaper | <input type="checkbox"/> |
|  16 Best Magazine | <input type="checkbox"/> |

Visit www.shine-schoolawards.org for full details and conditions of entry.

2017 Entry Form

Entry Form - contact details and declaration

- Please print in BLOCK CAPITALS or write neatly and clearly
- Complete all sections of the entry form and provide as much detailed information as possible.
- Tell us about your publication (or online version) and the members of the team who have written and produced it.
- The Judges will select category winners and also the overall winner from the information you provide.
- This school magazine publication project must be pupil-led but a teacher will need to sign and date the entry form.

Full name of school:

Head Teacher's name:

Main Telephone No.:

Website:

Address:

Town/City:

County: Postcode:

Email address:

I confirm that the copyright of all text, images, photographs and audio-visual used in our publication has been checked and clearly acknowledged if from outside sources.

(Please refer to full information regarding the CLA Schools' Licence on the Shine 2017 School Media Awards website.)

Signed (Project Teacher):

Name (PLEASE PRINT):

I agree to the terms and conditions of entry to the Shine 2017 School Media Awards and confirm parental consent for the use of photographs on all Shine reports and publicity.

Signed (Project Teacher):

Name (PLEASE PRINT):

Date:

I confirm that we have made an attempt at an Environmental entry to the Shine 2017 Awards. 😊

Signed (Project Teacher):

Name (PLEASE PRINT):

2017 Entry Form

Your entry details – General Information

Full name of school:

Title of graphic book / magazine / newspaper / online edition:
.....

Type of publication: Graphic Book*/Magazine* / Newspaper* / Newsletter* / Online edition only* / Website* (*circle as appropriate)

How many issues of the publication are produced each year?

How many copies of the graphic book/magazine/newsletter are printed per issue?.....

How many pupils are in the publication team?

Please list the names and ages of the publication team (append a separate sheet if necessary):

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Please give **five** reasons why you think that your graphic book/magazine / newspaper / online edition deserves to win an award (no more than 150 words, please):

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IMPORTANT – Please ensure that a good quality JPEG photo (at 300dpi), of your complete Publication Team, with a list of names, is submitted with your entry to the Shine Awards office.

2017 Entry Form

1 – Best Cover – Graphic Book/Magazine/Newspaper / Home Page

Details of entry – publication title:

Full name of school:

What features do you to consider to be special, unusual or original in the design of the cover of your publication or home page?

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Was QuarkXpress software used in the design of this cover or home page?

What other specific software was used for the design of the cover or home page?

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In the case of publications or websites, who designed the cover or website home page?

Name & age :

Name & age :

Name & age :

What additional assistance was given (if any) in the design of the cover or home page and by whom?

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If printed professionally, where and by whom was the publication printed? (Name, address, tel. no.)

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IMPORTANT – Please ensure that good quality JPEGs of your cover artwork (at 300dpi) and a photo of the designer or design team are submitted with your entry to the Shine Awards office.

2 – Best Design and Layout

Details of entry – publication title:

Full name of school:

Was QuarkXpress software used? *(If not, state software used)*:

Who is the design leader? *(Name & age)*:

In the case of Apps, who led the development? *(Name & age)*:

Who are the design team members?

Names & ages:

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Which departments were involved and for which elements? *(e.g. English, Art, IT, History)*

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What is the main focus of your design and layout strategy?

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What do you consider to be the **five** outstanding features of your design and layout?

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2017 Entry Form

3 – Best Original Artwork or Illustration

Details of entry – publication title:

Full name of school:

Specify one drawing, illustration, painting, wood/lino-cut, etching or other illustrative process (including digital) that defines your publication, or of which you are particularly proud:

Title of Illustration:

Page No.: Type of Illustration:

Name of pupil: Age:

Original size of illustration (mm): Substrate:

Describe your origination techniques and any special effects used for your artwork or illustration with the process used (*pen, pencil, charcoal, pastels, watercolours, oils, acrylics, linocut, woodcut, screen print etc.*)

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Was your artwork scanned or photographed for reproduction?.....

If the artwork or illustration was originated digitally, please explain your process and specify the software packages used e.g. *QuarkXpress, Adobe Illustrator, Adobe PhotoShop, CorelDRAW, Microsoft Expression, etc.* and the computer platform used (*MAC, PC, Tablet, iPad*)?

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Why is your artwork or illustration special or deserving of merit?

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IMPORTANT – Please ensure that good quality JPEGs (at 300dpi if poss) of your artwork or illustration and a photograph of the artist are submitted with your entry to the Shine Awards office.

NOTE : You will find helpful supportive notes and tips for this category on the Shine website.

2017 Entry Form

4 – Best Original Photograph

Details of entry – publication title:

Full name of school:

Specify one photograph that defines your publication, or of which you are particularly proud:

Title of photograph:

Name of pupil: Age:

Is the photograph Monochrome or Colour?: Page No:

Location: Time: Lighting conditions:

Camera/phone make: Model: Shutter speed: f stop:

Have you used software to manipulate or enhance your photograph and if so, please explain your process and specify the software package used e.g. *QuarkXpress, Adobe Illustrator, Adobe PhotoShop, CoreIDRAW, Microsoft Expression, etc.* and the computer platform used (MAC, PC, Tablet, iPad)?

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If you used a special effect on the photograph, what was the reason and was that successful ?

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If the photograph is of a person, did you obtain a signed consent from that person (or guardian, if a minor) for the photograph to be used in your publication?

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Why is your photograph special or deserving of merit?

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IMPORTANT – Please ensure that a good quality JPEG photo (at 300dpi) of your entry and a photograph of the photographer are submitted with your entry to the Shine School Media Awards office. – NOTE: Please refer to the Shine website for helpful Hints and Tips for taking your photographs.

2017 Entry Form

5 – Best Cartoon

Details of entry – publication title:

Full name of school:

Specify one cartoon or comic strip (including online) that defines your publication, or of which you are particularly proud:

Title of cartoon: Page No.:

Cartoon genre (e.g. political, comic strip, web, caricature, etc.):

Name of pupil: Age:

Original size of cartoon (mm): Substrate:

Describe your origination techniques and any special effects used for your cartoon, with the process used (*pen, pencil, charcoal, pastel, watercolour, etc.*):

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Was your artwork scanned or photographed for reproduction?:

If the cartoon or comic strip was originated digitally, please explain your process and specify the software packages used e.g. *Adobe Illustrator, CorelDRAW, Microsoft Expression, etc.* and the computer platform used (MAC, PC, Tablet, iPad)?

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Does your cartoon support an article in the publication? :

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Why is your cartoon special or deserving of merit?

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IMPORTANT – Guidelines and advice for creating original comic and cartoon artwork are available on the Shine School Media Awards website. Please ensure that good quality JPEG photos (or scans at 300dpi), of your cartoon entry and a photograph of the artist are submitted with your entry to the Shine School Media Awards office.

2017 Entry Form

6 – Best Feature Article

Details of entry – publication title:

Full name of school:

Please identify one article for consideration which is particularly representative of the magazine/ publication and of which you are particularly proud:

Title of article:

Author(s):

Age(s):

Page number:

What do you consider to be special about this particular article?

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What assistance or guidance (if any) was given to the author(s) of this article and by whom?

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What was the background to the article?

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What encouraged the author(s) to choose this particular subject?

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IMPORTANT – Please ensure that good quality JPEGs of your Feature Article (at300dpi) and a photo of the author of the article are sent with your entry to the Shine School Media Awards office.

2017 Entry Form

7 – Best Overall Editorial Content

Details of entry – publication title:

Full name of school:

EDITOR / EDITORIAL TEAM

Who is the Editor?

Name & age:

Who are the editorial team members?

Names & ages:

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What was the main focus of the content of the publication?

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Key editorial points: *(What do you consider to be the **five** most outstanding features of your editorial?)*

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IMPORTANT – Please ensure that a good quality JPEG photo of your Editor and the Editorial Team is submitted with your entry to the Shine Awards office. Please give the names of those in the photo from left to right.

2017 Entry Form

8 – Best Business Strategy

Publication title:

Full name of school:

Business plan. If you prepared a business plan please attach a summary and a supporting spreadsheet if you have one. (*Briefing notes on business plans can be found in the Frequently Asked Questions part of the Shine website.*)

If you did not prepare a business plan and would like to be considered for this award, please answer the following questions:

What is the main objective of your magazine? (e.g. to provide a monthly news forum for your school, funded by external sponsors and read by pupils in all years.)

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What were the major costs of production?

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How was your publication funded? (e.g. by its cover price, advertising revenue, or sponsorship. How much did you raise from each source?)

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Did your publication make a profit? If so, how much per edition and what are you planning to do with the profit?

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2017 Entry Form

Best Business Strategy - Continued –

***Please repeat your school name on this sheet:**

Who is your target readership group? Why did you decide on this group?

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How did you distribute your publication to your readers?

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What was your print run (if relevant)? How did you decide on this figure?

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How did you select your editorial and production teams?

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What were the major challenges facing your team in achieving your magazine's objectives?

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Have you any other comments?

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IMPORTANT – Please ensure that a good quality JPEG photo (at 300 dpi) of your Best Business Strategy Team is submitted with your entry to the Shine Awards office, together with names from left to right.

2017 Entry Form

9 – Best Community Initiative

Details of entry – publication title:

Full name of school:

What are the community objectives (if any) for your publication? *(These may include ideas for building “community” inside the school or college or bridging between the school or college and the local community, or supporting a good cause or charity.)*

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How have you attempted to build connections and communications between the school and the wider environment or community by using the publication?

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Have you any evidence of external appreciation of the initiative(s) using the publication as a support for an undertaking or cause in the wider community?

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Is there any other information that you would like to provide?

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IMPORTANT – Please ensure that a good quality JPEG photo (at 300dpi) of your Best Community Initiative Team is submitted with your entry to the Shine Awards office together with a list of names from left to right.

2017 Entry Form

10 – Best Environmental Strategy – Preferred Entry*

You can gain more information from the 'Print and Paper Myths and Facts' document on the Two Sides website and the Antalis video which will help you enter for this award.

<http://www.twosides.info/Myths-and-Facts> - and the Antalis video
<https://www.antalis.co.uk/business/home/environment/did-you-know-video--fsc-pefc-rec.html>

Publication title:

Full name of school:

How did you evaluate the most environmentally-friendly production method for the publication?

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Why did you choose to print the publication rather than publish online?

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What paper was used for your publication and how did you understand the environmental credentials (PEFC, FSC, Blue Angel, etc) and the origin of the paper that you selected for your printed publication? *(Full title/paper mill/merchant? – If printed in school, examine the paper ream wrapper for information)*

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How did you draw attention to the environmental criteria that you have used, within the content of your publication?

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If yours is an online publication, did you compare the energy usage of viewing on screen compared with that used for a printed, paper publication and what are your conclusions? *(See **Two Sides** website re **Paper Myths and Facts**).*

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What are the positive aspects for the environment for printing your publication?

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Best Environmental Strategy - Continued –

***Please repeat your school name on this sheet:**

What are the benefits of your printed publication to your readers? *(e.g. tactile, multiple readers, read in bed, make notes on pages or save articles for reference, pin on notice board, read anywhere, etc.)*

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Do you have an environmental article in your printed or online publication? *(If not, are you planning one for a future issue? – if so, what would be the topic?)*

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..... See Page No.:

What environmental initiatives does your school support within your school or wider community and how? *(e.g. tree planting, litter picking, energy saving, supporting an environmental charity or project).*

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How is this communicated to your peers, parents and the wider community?

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If your publication is printed professionally by a printing company, are they registered to any environmental standards? If so, what are those standards? *(ISO 14001; C.o.C – Chain of Custody; FSC, PEFC, Carbon Offsetting/ Carbon Neutral, give registration number if possible, etc)*

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What do you do with surplus copies of your printed publication and why?

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Have you any additional environmental comments?

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IMPORTANT – Please ensure that a good quality JPEG photo (at 300dpi) of your Best Environmental Strategy Team is submitted with your entry to the Shine Awards office, together with a list of names, from left to right.

2017 Entry Form

14 – Best Online

Full name of school:

Title of graphic book/magazine or newspaper online edition / website / app:

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Type of publication: Graphic Book* / Magazine* / Newspaper* / Newsletter* / Online edition only* / Website* (*circle as appropriate)

Is this online entry run in conjunction with a printed edition?

How frequently is the online edition updated?

How many pupils are in the publication team?

Please list the names and ages of the publication team (append a separate sheet if necessary).

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What software package was used to design your website (*QuarkXpress, WordPress, Joomla, Dreamweaver, Freeway etc.*)?

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Please give **five** reasons why you think that your online entry deserves to win an award: (No more than 150 words, please)

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IMPORTANT – Please ensure that a good quality JPEG photo (at 300dpi), of your Best Online Team is submitted with your entry to the Shine Awards office, plus a list of names from left to right.

2017 Entry Form

15 – Best Newspaper

Full name of school:

Title of your newspaper:

How many issues of the newspaper are produced each year?

How many copies of the newspaper are printed per issue?

Newspaper format? (Circle as applicable please) A4 / Tabloid* / Broadsheet*

*Name and address of newspaper printer?

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..... Tel. No.

If printed professionally, what input did the printer have in the layout and design process?

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How many pupils are in the publication team?

Please list the names and ages of the publication team (append a separate sheet if necessary):

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Please give **five** reasons why you think that your newspaper deserves to win an award: (No more than 150 words, please.)

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IMPORTANT – Please ensure that a good quality JPEG photo (at 300dpi), of your Best Newspaper Team is submitted with your entry to the Shine Awards office, with a list of names from left to right.

2017 Entry Form

Conditions of Entry

1. The Shine 2017 School Media Awards are managed by The Stationers' Foundation, the educational and charity arm of The Worshipful Company of Stationers and Newspaper Makers, The Stationers' Foundation, The Stationers Company, Stationers' Hall, Ave Maria Lane, London EC4M 7DD - Tel: 0207 246 0998 - Fax: 0207 489 1975 – Website: www.stationers.org Shine Awards E-mail: info@shineschoolmediaawards.com - Web: www.shine-schoolawards.org
2. The Competition is open to all secondary schools in England, Wales, Scotland, Northern Ireland and Eire.
3. One graphic book, magazine, newspaper, newsletter or internet publication per school can be entered into the Competition. Where an internet publication replicates the print product, both offerings may be submitted as one entry.
4. FIVE copies of the graphic book, magazine, newspaper or newsletter must be provided when entering the Competition. If internet publications require a password or are otherwise protected, login details must be provided.
5. The closing date for entries is **Friday 7th April, 2017**. All publications, login details and supporting material must be received by the organisers by this date.
6. Yearbooks are not eligible for the Competition.
7. The publication date of publications entered (including online) must be between June 2016 and April 2017.
8. The publication must be a finished product (i.e. printed/high-quality photocopy) and not a concept. Note: if the publication is due to be printed after the closing date, the judges will be pleased to accept photocopies/proofs of the publication in the final stages of production.
9. The format of print entries must be that of a graphic book, magazine, newspaper, newsletter or booklet and can be stapled, wire-stitched or perfect-bound; they should be A6, A5, A4, A3 or tabloid.
10. Ideally, the publication entered should be between 16 and 96 pages but a minimum of eight pages will be accepted.
11. All rights remain with the entrants and the entering school but winning and shortlisted entries may be displayed at the awards ceremony and on the Shine 2017 and supporting partners' websites and may be used for future promotional purposes; and as conditions of entry to the Competition and/or acceptance of any award a licence is granted to The Stationers' Foundation for these purposes.
12. Judging will take place shortly after the closing date. The judges' decisions are final and no judge will enter into conversation or correspondence about decisions that have been made.
13. Shortlisted entries will be informed by post and/or email.
14. Descriptions of the winner's submissions and those on the shortlist will be published in connection with the Competition for promotional purposes and news reporting.
15. The Stationers' Foundation reserves the right to disqualify any entry that shows evidence of plagiarism.
16. Entrants must pay due regard to copyright law, clearance and related issues and in particular, the provisions of the Copyright, Designs and Patents Act 1988. The publishing industry takes plagiarism very seriously (for helpful information on copyright to assist you with your entry see www.shineschoolawards.org/copyright-advice). You must not include or in any way use any copyright material owned by third parties (including words, photographs, graphics, illustrations, audio and video etc.) without appropriate permissions. The sources and/or owners of third party copyright material used with permission must be clearly stated. Any un-credited material will be viewed by the judges as plagiarism and the entry concerned may be disqualified. A list of sources must be provided on a separate sheet of paper and must accompany your entry.
17. Persons completing entries commit that they are authorised to do so on behalf of the entering school.
18. It is a condition of entry to the Competition that schools have received appropriate permissions from the parents or guardians of children.
19. We would encourage each school to make an environmental entry.
20. These terms and conditions are governed by and shall be interpreted in accordance with English Law. The place of the Competition and event is London. Any disputes arising in relation to the interpretation of these terms and conditions or in relation to any agreement of which these terms and conditions form part, which cannot be settled amicably, shall be subject to the exclusive jurisdiction of the English Courts.