# SIPA Newspaper Entry Form (due Dec. 5)

To help SIPA judges evaluate your newspaper, please fill out the following information and send in with two consecutive copies of your newspaper. Put a post-it with "Please critique" written on the one you want the judge to evaluate.

Please type or print clearly.

Name of publication _____

School _____ Enrollment _____ Grades _____

Address _____
street city state zip

Adviser _____ Editor in chief _____

Number of years advising this publication _____ Total number of years advising _____

**Publication/Staff information:**

Number of students on staff _____ How is the staff selected? _____

Check how the paper is produced: _____ as a class activity _____ extracurricular

How many issues will you produce this academic year? _____ Average no. of pages: _____

Who determines the content of your newspaper? _____

Does your principal read your paper before it goes to press? _____ yes _____ no

Do you have a Journalism I class separate from your production class? _____ yes _____ no

What kind of hardware/software do you use? _____

What equipment do you use for photographs? _____

How is your paper sent to your printer? (Camera ready on layout sheets, disks, PDF, etc.) _____

**Budget Information:**

Approximately what is your annual operating budget? $_____

Check how income is produced: _____ advertising _____ fund-raising _____ school budget
_____ individual sales _____other(specify: _____)

**INCOME:** $_____ advertising $_____ subscriptions $_____ fund-raising
$_____ school budget $_____other (specify: _____)

**EXPENSES:** $_____ cost per issue to print $_____ printing $_____ photography
$_____ production supplies $_____ other (specify: _____)

**Preproduction breakdown:** Indicate approximate percentage of the following work done by students, adviser, professionals.

| | Students | Adviser | Professionals | Total |
|---|---|---|---|---|
| Copy writing | % | % | % | % |
| Editing | % | % | % | % |
| Photography (digital) | % | % | % | % |
| Photography (35 mm) | % | % | % | % |
| Design | % | % | % | % |
| Ad sales | % | % | % | % |

Please feel free to attach a letter to the evaluator explaining problems or successes he/she should know about or areas in which you would especially like advice.

**Publications will not be annotated unless requested by the adviser. Annotation will cost an additional $30.**

**Statement of originality:** To the best of my knowledge, this submission includes no work that is not the original work of the by-lined artists.

_____ _____ _____ _____
Adviser's Signature Date Editor's Signature Date

Mail to: SIPA, School of Journalism and Mass Communications, University of South Carolina, Columbia, SC 29208

**Office use only:** Received _____ Sent to judge _____ Judge _____ Back from judge _____ Rating AS E S M