

Welcome to the 2023 CMA Book Awards

The purpose of the award program is to recognize the contributions to Catholic discourse from authors and publishers throughout 2022.

We thank you for taking the time to evaluate submissions to the CMA Book Awards. This is a valuable program, and we could not manage it without your expertise and your effort.

The following are instructions for judging the 2023 CMA Book Awards. If you have any questions about the judging process, please contact Eucarol Juarez at Awards@CatholicMediaAssociation.org. Staff is working mainly remote during this time

Thank you for participating!

Getting Started

Awards Website

All judging for the CMA Book Awards will take place in our awards website <https://catholicpress.secure-platform.com/a/solicitations/45/home>. On this website, you can view all your judging assignments, add comments, and choose winning entries.

Returning judges can log onto the website using the same email and password as last year. If you do not remember your password, click the “lost password?” link to reset it.

New judges: A profile has already been created for you in our system. When judging opens, you will receive an email that automatically assigns a password to your account. Use this password to log in, update your profile, and evaluate entries. **If you do not receive this email, please email Kathleen Holloway at Awards@CatholicMediaAssociation.org.**

Receiving Books

In late February, the CMA office will ship a copy of your assigned books to the address listed on your judging submission form. If you need to update your mailing address, please email us by February 1, 2023.

Placement in CPA Book Awards and Comments on Winners

Judges may award up to five winners per category, a First, Second, Third, and two Honorable Mentions. Awards must be given in consecutive order. Honorable Mentions are not required, use only if you feel it is merited, and positions 1-3 have been assigned. **For the new Individual Excellence awards, you will select one winner and others as finalists. These options are only for category B60 and B61.**

Judges must provide comments for First, Second, and Third place winners. The comments are read by all participants and should include two to three sentences that summarize why the entry won. If you are judging the individual awards, please write comments for each of the entrants.

Eligibility and Disqualification

The CMA office does its best to intercept entries that are ineligible. Due to the high volume of entries, sometimes ineligible submissions get through. You have full authority to disqualify an entry for the following reasons:

- Book’s copyright date is not 2022. Unless the category indicates books from past years can be submitted, such as Book Series, Blacklist Beauty, etc.
- Content of book does not match the category entered

*******To disqualify an entry, email the following information: category number, name, entry title, author of the book and reason for disqualification for an official record of the decision. CMA office staff will remove the entry from your assignments and keep a record of the reason. Email to Awards@CatholicMediaAssociation.org**

INSTRUCTIONS

- 1. Access your assignments.** From the homepage of the awards website, enter your email and password to log in. Once you are in, click “My Judging Assignments.” Click “Open” on the line that indicates to 2022 CMA Book Awards. Click “Open” again on the line that says “View All Categories.” All of your assigned submissions will show up. You can filter your submissions by category and status (scored or unscored) in the sidebar on the right side of the screen.
- 2. Evaluating an entry.** Click “View Application” next to an entry that you wish to judge. You will see two columns: the application on the left and the evaluation form on the right. Clicking “Next” at the end of the Applicant Information will pull up the Submission Form, where you can confirm the copyright date. You can click back and forth between the Applicant Information and Submission Form and the Evaluation Form will stay where it is.

After evaluating the entry, click “Save and Back to List” to save your changes and go back to a list of submissions. Click “Save and Go to Next” to save changes and pull up the next unscored submission.

Even though you only need to select placements for 3-5 books per category, please evaluate all entries in your assigned categories. You have the option to select “No Placement” for entries that do not place. You do not need to provide comments for entries that do not place.

- 3. Editing judgments.** Nothing is final until the judging period closes on April 7, 2023. If you want to change an evaluation, search for it using the filters in the right side of the screen, then click “View Application.” Change the placement as you see fit. Be sure to save your changes.

PAYMENT GUIDELINES:

The chart below explains the ranges and your payment for this year.

Levels	Payment Plan
<u>Judged 1 Category</u>	
Reviewed 1-10 books	\$50
11 or more books	\$5 additional per book
<u>Judged 2 Categories</u>	
Reviewed 1-15 books	\$100
16 or more books	\$5 additional per book
<u>Judged 3 Categories</u>	
Reviewed 1-20 books	\$150
21 or more books	\$5 additional per book
<u>Judged 4 Categories</u>	
Reviewed 1-25 books	\$200
26 or more books	\$5 additional per book

CMA pays the cost to ship books to the judges.

JUDGING DEADLINE:

11:59 am. CT – Thursday, April 6, 2023