

PULITZER PRIZES

Deadline is February 1 (postmark accepted)

How to Submit an Entry for a Pulitzer Prize in Journalism

The Pulitzer Prizes in Journalism are awarded each Spring by Columbia University on the recommendation of The Pulitzer Prize Board.

The prizes are awarded for outstanding achievement in journalism during the previous calendar year ending December 31. Juries of distinguished journalists are appointed in each category. They are asked to submit three nominations to The Pulitzer Prize Board.

The Pulitzer Board is charged with the responsibility and authority under the will of Joseph Pulitzer to select, accept, substitute or reject the nominations of the jurors.

Entries for journalism awards must be made from material published by a United States newspaper—in print or online—that appears daily, Sunday or at least once a week during the calendar year. No more than three entries may be made by the editors of a single newspaper in any one category and the same story or stories cannot be entered in more than two categories. Up to three individuals may be named on a team entry; otherwise the entry must be made in the name of the staff of the newspaper. While many newspapers prefer to submit entries of particular staff members or achievements, entries may be made by newspaper readers or an interested individual.

A full range of online journalism, such as stories, databases, blogs, interactive graphics and still or video images, may be submitted for prize consideration. In Breaking News Reporting and Breaking News Photography, the entries may be made up entirely of content that was published online. In other categories, the entry may contain online

elements but it must also contain material published in the newspaper's print edition. Entries in the photography categories are restricted to still images.

In Public Service, the entries are limited to twenty items and may include editorials, cartoons, photographs, graphics and online material. Entries in other categories are limited to ten items, with the exception of feature writing, which is limited to five, and the cartoon and photography categories, which are limited to twenty. In those categories, entries may include material that has appeared in print or in a combination of print and online. In all categories, every item in an entry must be numbered. Any online element must be discretely designated and will be counted as one item in an entry.

In any category, online material must be published on the newspaper's Web site during the calendar year and, when submitted, must depict its original publication on the Web, not its subsequent update or alteration. URLs should be brief and must remain active during the judging period. The entry's summary letter should describe the online material submitted and the entry should include a legible representation of the material, such as screen shots.

Each entry must be accompanied by an exhibit, in scrapbook form, of news stories, editorials, photographs, cartoons or online elements as published, with the name and date of paper. In addition to copies of published material, a biography and picture of any individual journalist involved should be made a part of the entry. It is also necessary to submit a one or two-page

summary of each entry, especially those in the reporting categories. Each entry must be accompanied by a completed entry form and a handling fee of \$50. Each entry must be marked to show the category in which it is submitted. Every entry form must include a one-sentence description of the submitted work and the appropriate box should be checked if online material is part of the entry. Duplicate entry material must be provided if stories are entered in two different categories.

All entries must be presented in scrapbooks or binders measuring no more than 12 x 17 inches. Each article or online element within the entry must be isolated for the jury as a separate exhibit and the type size must be at least as large as originally used. Legibility is essential. If a full newspaper page is required to make clear the full scope and impact of the material entered, it should be appended as a supplement to the individual exhibits and should be reduced in size to fit within the 12 x 17 scrapbook or binder. No fold-out pages should be submitted. The Pulitzer Prize Board requires that every entry must conform to the stated limits on article number and size before it can be given jury consideration.

Any significant challenge to the honesty, accuracy or fairness of an entry, such as published letters, corrections, retractions, as well as responses by the newspaper, should be included in the submission.

In the photography categories, no entry whose content is manipulated or altered, apart from standard newspaper cropping and editing, will be deemed acceptable.

Sponsors of entries are urged not to crowd the official deadline, which is February 1.

Fourteen Prizes for Excellence in Newspaper Work

The following awards will be made annually as Prizes in Journalism based on material appearing in a United States newspaper published – in print or online -- daily, Sunday or at least once a week during the year. It is the intent of Columbia University and The Pulitzer Prize Board to recognize the work of newspapers in the public service category and of individuals in all other categories so far as is possible. In all cases, preference will be given to work characterized by a high quality of writing and reporting.

1. For a distinguished example of meritorious public service by a newspaper through the use of its journalistic resources which, as well as reporting, may include editorials, cartoons, photographs, graphics and online material, a gold medal.
2. For a distinguished example of local reporting of breaking news, presented in print or online or both, Ten thousand dollars (\$10,000).
3. For a distinguished example of investigative reporting by an individual or team, presented as a single article or series, in print or in print and online, Ten thousand dollars (\$10,000).
4. For a distinguished example of explanatory reporting that illuminates a significant and complex subject,

demonstrating mastery of the subject, lucid writing and clear presentation, in print or in print and online, Ten thousand dollars (\$10,000).

5. For a distinguished example of reporting on significant issues of local concern, demonstrating originality and community expertise, in print or in print and online, Ten thousand dollars (\$10,000).
6. For a distinguished example of reporting on national affairs, in print or in print and online, Ten thousand dollars (\$10,000).
7. For a distinguished example of reporting on international affairs, in print or in print and online, Ten thousand dollars (\$10,000).
8. For a distinguished example of feature writing giving prime consideration to quality of writing, originality and concision, in print or in print and online, Ten thousand dollars

Send all entries by February 1 to:
Pulitzer Prize Office, 709 Journalism,
2950 Broadway, Mail Code 3865,
Columbia University, New York, NY
10027. Additional entry forms may be
obtained by contacting the office at
212-854-3841, or online at
www.pulitzer.org. Checks should be
made payable to "Columbia University
/Pulitzer Prizes."

(\$10,000).

9. For distinguished commentary, in print or in print and online, Ten thousand dollars (\$10,000).
10. For distinguished criticism, in print or in print and online, Ten thousand dollars (\$10,000).
11. For distinguished editorial writing, the test of excellence being clearness of style, moral purpose, sound reasoning, and power to influence public opinion in what the writer conceives to be the right direction, in print or in print and online, Ten thousand dollars (\$10,000).
12. For a distinguished cartoon or portfolio of cartoons published during the year, characterized by originality, editorial effectiveness, quality of drawing and pictorial effect, in print or in print and online, Ten thousand dollars (\$10,000).
13. For a distinguished example of breaking news photography in black and white or color which may consist of a photograph or photographs, a sequence or an album, in print or online or both, Ten thousand dollars (\$10,000).
14. For a distinguished example of feature photography in black and white or color, which may consist of a photograph or photographs, a sequence or an album, in print or in print and online, Ten thousand dollars (\$10,000).

How To Prepare An Entry

Here are answers to typical questions about preparing entries:

Q. Have entry procedures changed in recent years? A. Yes. Most important, a newspaper may submit a full range of online material in nearly all categories. The Local Reporting category also has been revised. But remember that rules for specific categories can vary so review all of them carefully.

Q. What kind of an entry do you want? A. An entry should be clear and concise, telling your story in a way that allows any competent journalist to see quickly what you did, why you did it and what you accomplished. Entries must be presented in scrapbooks or binders measuring no more than 12 x 17 inches with each story or online element in the exhibit isolated in a legible type-size at least as large as originally used.

Q. Should items in the entry be numbered? A. Yes. Each item must be clearly numbered and the number must not exceed the total permitted in each category.

Q. How should print material be submitted? A. We prefer original clips but photocopies of original material are acceptable. You may also reformat a story's original and unaltered electronic type so the material fits better on a 12 x 17 scrapbook page. Do not attach fold-out full newspaper pages. In all cases, the material should bear the date and name of the newspaper.

Q. How should online material be submitted? A. Two main ways. The standard 12 x 17 format should include a printed representation of the online material, such as a screen shot, with a date, time stamp and the name of the newspaper. We strongly urge that online stories and other online elements that can be easily printed out should be displayed in whole for jurors in scrapbooks. In addition, that material must be available on an active URL that shows the material as it was published. The URL should be brief (we recommend no more than 25 characters) and directions to that URL must be submitted with the entry; if necessary, the entry should include a username and password. You are responsible for making sure the URL works from "outside" your newspaper.

Q. Should an entry include a CD containing the online material? A. While not required, a CD is encouraged as a viewing option, especially if a video presentation is submitted. The CD should be formatted for a Windows PC and secured in a sleeve attached to the entry. The content should be identical to the original material that appeared on the newspaper's Web site. However, a live URL must still be part of the entry.

Q. Must an entry contain material that has been published in the newspaper's print edition? A. Yes, except in Breaking News Reporting and Breaking News Photography, where all of the items in an entry may have been published online.

Q. What size should an entry be? A. Entries should be presented in scrapbooks or binders measuring no more than 12 x 17 inches. Jurors complain about scrapbooks and binders that are over-sized and unnecessarily heavy. Entries should include no more than ten articles or editorials, except in the public service, cartoon and photography categories where twenty articles, cartoons or pictures are acceptable, and in the feature writing category where the limit is five articles.

Q. Are sidebars considered separate articles? A. Yes. Any sidebar submitted will be counted as an article.

Q. If an entry's permissible number of items is exceeded, how will that entry be handled? A. The permissible number of items shall be considered in chronological order and the jury will be instructed to ignore the rest.

Q. Are additional clips, testimonial letters or other supporting material acceptable? A. Clips exceeding the number permitted in a category are acceptable only if they report the results achieved by material in the entry. If the scope or impact of the entered material depended to an important degree on layout, graphics, online elements or sheer volume of coverage, screen-shots or copies of the newspaper pages in which the content appeared are acceptable. But any newspaper page must be reduced to fit within the 12 x 17 format. Genuine testimonial letters or pieces that other newspapers or magazines have done about your work are permitted, but in general supporting material should be kept to a minimum. By contrast, any significant challenge to the honesty, accuracy or fairness of an entry, such as published letters, corrections, retractions, as well as responses by the newspaper, should be included in the submission.

Q. Why do you want a summary at the beginning of the entry? A. Jurors are not familiar with all outstanding newspaper work during the year. If you can tell your story in one or two pages of letter-size paper—the limit is two pages—you'll help them.

Q. May I submit the same entry in more than one category?

A. The same story or stories may be entered in two—but not more than two—different categories. A separate copy of your entry must be supplied for each of the two categories you enter. Where the permissible number of articles in the two categories differs, you must prepare entries conforming to the requirements for each category. An added \$50 fee must be paid for each cross-file.

Q. How many entries may I submit in a single category?

A. No more than three entries may be made by the editors of a single newspaper, wire service or syndicate in any one category. The term "editors" includes all titled editors. Individuals may submit entries on their own behalf.

Q. How does the Public Service category differ from other categories? A. Public Service rewards a newspaper's total effort. An entry may include reporting, editorials, cartoons, photographs and online material. It must be made in the name of the paper.

Q. Does the online material submitted in Public Service differ from the online material submitted in other categories? A. No. In all categories, each must be discretely designated and each will count as one item in the entry.

Q. What is an online element? A. It is a single, unified, discretely designated presentation. For example, it can be an online story, database, blog, interactive graphic, slide show or video presentation. Each designated element will count as one item in the total number permitted in an entry. Do not submit an entire, multi-faceted Web site as a single element.

Q. How much online content can a single element contain? A. There is no absolute limit. However, the burden on a jury should be kept in mind. An online element with multiple parts, such as a blog with manifold postings, should be a cohesive presentation. The conceptual logic tying the parts together should be clear.

Q. What kind of local stories belong in the Breaking News category? A. Stories on any local newsworthy event, provided that it is covered under deadline pressure and that the resulting articles are published—online or in print—immediately after the event occurs. Any online story must reflect work at the moment of Web publication, not work as subsequently updated.

Q. What belongs in Explanatory Reporting? A. Any article or series that provides deeper understanding of a subject that is both significant and complex, enabling readers to put news about it into a more meaningful context. We strongly advise against cross-filing into this category articles that fit the definition only marginally. The jury will disregard an investigative, enterprise or feature story or series that falls short of the explanatory test.

Q. What belongs in Local Reporting? A. Robust reporting on significant city, regional or state issues, demonstrating original thinking, resourcefulness and an expert grasp of a community's makeup, problems and concerns. Originality can include a fresh approach to a familiar issue, or the exploration of an unusual issue or concern. Entries may consist of a reporter's body of sustained work as well as special projects; and the work's impact can entail greater insight by readers as well as political change. An entry should begin with a descriptive letter offering context: why the reporting was done and how residents benefited. We discourage cross-filing of entries -- especially those also placed in Investigative Reporting -- that lack the strong "local reporting" envisaged by the category's definition and guidelines.

Q. What belongs in Feature Writing? A. Stories that are not hard news and are distinguished by the quality of their writing. Stories should be memorable for their crafting, creativity and economy of expression. Entries may consist of a single significant story, a portfolio of stand-alone stories that reveals a body of work or a concise series of stories on a single topic.

Q. What belongs in the Criticism category? A. Critical writing on such subjects as books, theater, television, movies, dance and architecture.

Q. What is the difference between Editorial Writing and Commentary? A. Editorials are written in the name of the newspaper. Columns represent the views of the writer.

Q. How should photo entries be made? A. As glossy prints measuring no more than 11 x 14 inches—and each print must be accompanied by a clipping or photocopy of the newspaper page on which it originally appeared with date and caption. If online photos are submitted, they must be accompanied by a screen-shot from the newspaper's Web site with date, time stamp and caption. In the category for Breaking News Photography, online photos cannot be cropped, retouched or otherwise altered after their original Web publication.

Q. How many individuals may be named in a team entry? A. Only three individuals. If more are involved, the entry must be in the name of the newspaper staff of the newspaper.