



# **2020 QUILL AWARDS FOR EXCELLENCE IN VICTORIAN JOURNALISM**

## **CONDITIONS OF ENTRY**

The Quill Awards promote and honour excellence in Victorian journalism. Entrants must observe the following guidelines. In particular, they must adhere to the detailed specifications for submitting documents, audio and video files set out below.

### **Who is eligible to enter?**

Entrants must be employed by a media organisation that is based in Victoria or conducts substantial publishing or broadcasting activities in Victoria. They must work primarily in Victoria or have been sent from Victoria on an interstate or overseas assignment for a Victorian media organisation. Journalism about Victoria produced by organisations and individuals based in other states is not eligible unless the entrant or at least one member of a group entry who contributed substantially to the work is based in Victoria.

### **What work is eligible for entry?**

Entries for the 2020 Quill Awards must have been published or broadcast between 1 January 2020 and 31 December 2020. All entries must comply with the MEAA Code of Ethics and must declare any formal corrections, claims of plagiarism or any legal proceedings commenced in relation to the entry after its publication. Entrants must certify that their work is original and that it complies with copyright rules.

### **What is the deadline?**

Entries must be submitted by 5pm **Friday 5 February 2021**.

## Individual, Group and Team entries

**Individual:** If an entry is the work of one person, choose the 'individual entry' option on the first page of the online application form.

**Group:** Two, three or a maximum of four individuals may submit a group entry. Group entries must choose the 'group entry' option on the first page of the online application form. In a group entry, the first-named entrant in the online application form will be regarded as the primary entrant. For group entrants to redeem the free member entry offer, all involved parties must be financial members of the Melbourne Press Club. The free entry will be attributed to the primary entrant, and they will not be able to claim a further free entry.

**Team:** Team entries are permitted only in the following four categories: Breaking News Coverage, Coverage of an Issue or Event, Innovation in Journalism, and Podcasting.

Organisations and groups of five or more individuals may submit a team entry. In a team entry, the name of the publisher or reporting team is acknowledged in official materials produced on the night, rather than any individual. For team entries, please choose the 'individual entry' option on the first page of the online application form, and then specify the team name in the supporting statement.

## How many entries can you submit?

You may submit a maximum of two entries in a particular category, however the same entry may not be submitted in more than one category.

There are exceptions to the above rule. An item which constitutes or forms part of an entry in the following categories may also be entered in one further category:

- Young Journalist of the Year Award
- Coverage of an Issue or Event
- Innovation in Journalism.

In general, the judges reserve the right to transfer an entry to another category or to reject an entry that, in their opinion, does not comply with the Conditions of Entry.

## Supporting statements

Entrants must add a supporting statement explaining the particular significance of the work and how it was executed. Please address the criteria relating to each category.

Most supporting statements are no more than 400 words. The Quill for Excellence in Reporting Indigenous Affairs allows a supporting statement of no more than 750 words.

## How much material can be part of an entry?

Where entrants submit multiple articles, broadcast items or images as part of an entry, they must nominate **the primary item** to be considered by judges in their supporting statement. Where the primary item forms part of a series or a package, up to two further associated items may be submitted to provide context. If this condition is not adhered to, the judges may either select one item from those submitted by the entrant as the primary item or disqualify the entry.

In the Coverage of an Issue or Event category, the entrant is not required to nominate a primary item and may submit a maximum of six items or stories, including the primary item.

## Employer verification

Entrants must provide contact details for their employer or a contact at the organisation which commissioned the work. This person will receive a verification email and be asked to confirm the work's authenticity.

## Can MPC board members and judges enter?

MPC board members and Quills judges are eligible to enter the Quill awards, however a board member or judge who submits an individual entry or is part of a group entry in any category is ineligible to also serve as a judge in that category.

## Judging

The judges' decisions are final.

## Quill Awards republishing rights

By submitting a Quill Awards entry, the entrant(s) and the publisher or broadcaster of their work acknowledges the right of the Melbourne Press Club to reproduce all entry materials for the purposes of promoting the awards. Quill winners may be expected to speak about their entry as part of a later MPC event.

## **ATTACHMENT SPECIFICATIONS**

### **Print**

Attach compressed PDF or JPG files of up to 10MB each of the pages on which the article appears, or of photographs, cartoons and artwork. Combined total size limit is 25MB. Please observe these limits as attempting to load larger files may corrupt your entry.

If you need help optimising or reducing the size of PDF files, please refer to this guide:

<http://www.wikihow.com/Reduce-PDF-File-Size>. For information on how to merge PDF files, please refer to this guide: <http://www.wikihow.com/Merge-PDF-Files>. Please note that these guides are not produced by the Melbourne Press Club and content may change at any time.

If you are concerned about the size of your files and have no success with other methods, you can upload your files to a cloud storage tools such as Google Drive or Dropbox and provide a URL to access. Files must be viewable and downloadable.

If you still have problems with attaching files or with file size limits, please contact Melbourne Press Club staff at [entries@melbournepressclub.com](mailto:entries@melbournepressclub.com).

### **Website publications**

In addition to PDF and JPG files, you may provide URLs linking to your work. The work must remain publicly viewable (not behind a paywall) until after the 2020 Quill Awards presentation in March/April 2021. Entrants may be disqualified if their work is not accessible to judges up until that time.

If you have issues relating to entry material being behind firewalls, please contact Melbourne Press Club staff at [entries@melbournepressclub.com](mailto:entries@melbournepressclub.com).

### **Audio and Video**

A high-quality file of the primary piece of work should be lodged with a host site, ideally in WAV format for audio files and full HD (1920 X 1040) for video. Files can be uploaded to free file-sharing and streaming platforms like SoundCloud or Vimeo. Alternatively, you can upload audio files to cloud storage tools such as Dropbox or Google Drive. Provide a link or links in the URL fields to materials.

Entry material must be accessible and downloadable until after the Quill Awards presentation in March/April 2021.

All entrants in the TV/Video Feature (Long Form) category must provide digital versions of their entry materials. Our preference is that you supply a downloadable version of the full long form work via a file-sharing service or cloud storage tool such as WeTransfer, Dropbox or Google Drive. Provide a URL in the application.

If you have queries about supplying audio and video material, please contact Melbourne Press Club staff at [entries@melbournepressclub.com](mailto:entries@melbournepressclub.com).