

# FAAS Publications Award Guide

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This FAAS Publications Award Program recognizes the efforts and contributions made by aquarium societies and their members to promote interest in the Tropical Fish hobby by sharing information and encouraging communication by way of a hobby publication.

Use this guide to learn how to prepare and submit your society's entries.

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## Publication Awards Rules Overview

All publications issued by a society between January 1st and December 31st of one year can be nominated in the following year.

Nominations are made by societies of materials published in their newsletter that originated within their club membership. Reprinted materials from sources outside of the society are not allowed nor are articles that are reprinted from previous years.

Original is defined in these awards as meaning that the author of the work is the sole source of that work. This excludes all tracings, clipart, photocopies or other reproductions in any other form. This does not exclude properly cited sources as part of an article.

## Rules

1. The nominations must be submitted according to the criteria established in these rules and as may be adopted by the Board of Directors and the committee. Failure to comply with any of the rules will result in disqualification.
2. The nominations must be submitted to the Chairman bearing a postmark of no later than February 28th or received electronically by February 28th.
3. The individual entries must be **separately** identified with the following information:
  - a. Name of the Author
  - b. Name of the Society submitting the nomination (**NO** abbreviations)
  - c. Category the nomination is being submitted in for consideration (include Junior Category info)
  - d. Age of the Author (Junior Categories)
  - e. Date of Publication and Title of the Society Newsletter

For Example, Bob Jones Category 15 01/01/2010 Any Society, *Our Newsletter*

Any entry in a category, which is not separately identified according to category and entrant, will be disqualified.

4. Changes that eliminate or reduce the scope of a category will take effect during the calendar year following adoption by the Board of Directors and will not apply to the current award year.
5. Awards are given for First, Second, and Third place. The Judges may grant Honorable Mention at their sole discretion.
6. Judges may determine that no entry qualifies for a particular level of award and not issue an award for that level. This allows that there may not be a First (or other) Place while still awarding the remaining places. In any category which is scored on a minimum point requirement there may be no entry that achieves the minimum and no awards will be issued in that category.

7. The Committee Chairman with the following restrictions selects judges:
  - a. No one may judge a category in which they or any member of their family has an entry.
  - b. No one may judge a category in which **any member of any FAAS society** that they are affiliated with has an entry.
  - c. No one may judge a category in which any FAAS society they are affiliated with has an entry.

In instances where a member society is handling any part of the judging they are restricted from judging any category in which they or any of their members has an entry.

8. Junior categories are based upon the age of the entrant at the time the work was submitted to the local society for publication.
  - a. Level I            Five (5) - Ten (10) years of age
  - b. Level II            Eleven (11) - Thirteen (13) years of age
  - c. Level III            Fourteen (14) - Eighteen (18) years of age
9. Inquiries about a category or entry should be directed to the Committee Chairman for resolution. The decision of the Chairman in regards to any entry or criteria is final. Send any inquiries to [pubawards@faas.info](mailto:pubawards@faas.info)

## Junior Categories

Junior entries are accepted in all of the categories.

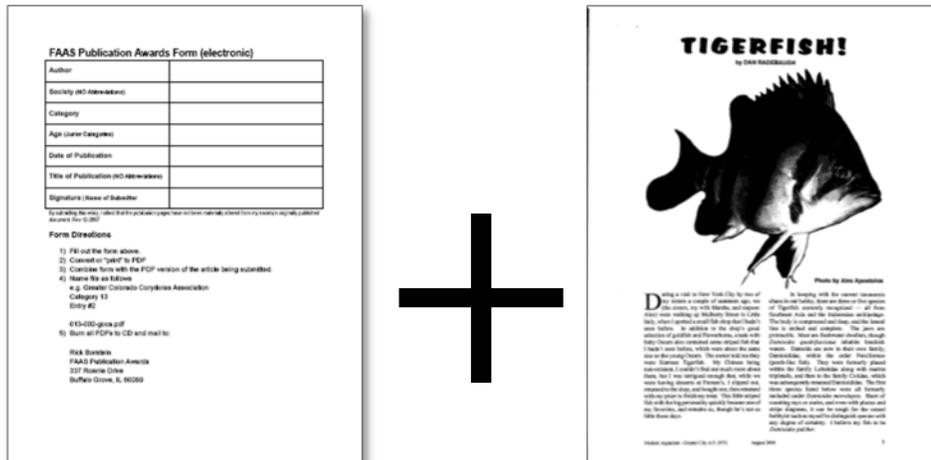
Each junior entry must be properly identified as a Junior Entry and must have the age of the entrant clearly marked along with the Junior Category Level it is being submitted in.

# How do I submit entries?

## Introduction

Your entry to the FAAS Publication Awards will include the following:

- Entry Manifest – an Excel spreadsheet listing all of your club’s entries
- PDF File Submission(s) which is a single, properly-named document containing the . . .
  - Entry Form
  - Article



### Digital PDF Submissions Only!

FAAS only accepts PDF format submissions. We do not accept photocopies, Word files, etc. You may submit PDF scans of your newsletter, however the quality is not as good as a file converted to PDF from an original digital file.

### What is the general process?

1. Review the entry categories in the FAAS Publication Awards [Category Descriptions](#)
2. Identify articles from your society's last calendar year publication
3. Create a PDF of the article pages from your original publication
4. Fill out an entry form. You can use either the . . .
  - PDF Version
  - Word Version
5. Convert the electronic form to PDF if necessary
6. Combine the form and the article in Acrobat or another PDF editor to make a single PDF
7. Name each individual entry file as follows:  
category-entry-society.pdf

|   |   |
|---|---|
| <p><b>Regular Categories</b><br/>e.g. GCCA's 2nd entry in Category 13 would be:<br/><b>013-02-gcca.pdf</b></p>                  | <p><b>Junior Categories</b><br/>e.g. GCCA's second Junior 1 entry in Category 13:<br/><b>J1-013-02-gcca.pdf</b></p> |
| <p><i>Do not omit the leading zeros when naming your files!<br/>They are important when sorting entries for the judges.</i></p> |   |

8. Compile a list of all your entries on the Submissions Manifest. (See Filling out the Entry Manifest.)  
*Make sure that the total number of items in the manifest matches accurately with what you are submitting.*
9. Send in your entry digitally

### Rules and Best Practices

1. Ensure that you follow the proper naming conventions for files.
2. Do not digitally sign your documents. That prevents us from sending them to judges.
3. Make sure you choose the right category for your entries.
  - a. Entering articles in the wrong category will lead to disqualification.
4. Ensure that your manifest is accurate. Do not merge cells in the Excel file.
5. Send in your society's best work. Winning articles are ones which are interesting, well-written and of interest to the great aquatic community.

### Sending in Entries

To send in your files:

1. Zip the Submissions Manifest and all of your PDF entries
2. Send Digital Files to: [pubawards@faas.info](mailto:pubawards@faas.info)

### Submissions can be large!

We suggest using an online service to send large files such as [You Send It](#) or [Adobe Send Now](#).

### When are entries due?

Entries are due on March 31<sup>th</sup>.

### When will judging take place?

Judging takes place over three months in March, April and May. Results are compiled in June. Winners are generally posted in July. Since we receive hundreds of entries and judging is done entirely by volunteers, it can take some time.

# How do I put the PDF Entries together?

## The Basics of Electronic Submissions

FAAS has chosen the Portable Document File (PDF) format for electronic submissions. This well-accepted format is used by courts and other regulatory bodies as a standard. The PDF format is self-contained and includes text, images and typefaces needed to represent document appearance. The Adobe Reader software—available for free from Adobe System’s website— has been downloaded by over half a billion users.

The PDF specification has been revised over the years. FAAS accepts submissions in PDF 1.4 (Acrobat 5) through PDF 1.7 (Acrobat 8) formats.

*What is in a submission?*

Each entry includes the following in a *single* PDF file:

- Awards entry form
- Article or Artwork for submission

The above items are *combined* electronically to create an individual submission.

## What software do I use?

You will need to use software that can:

- Create a PDF from an electronic file
- Combine PDF files

There are a number of options available, some of which are free or inexpensive. Try this [Wikipedia link](#) for a list.

The most popular PDF creation and management software is [Adobe Acrobat](#) which comes in both a Standard and Professional version. Acrobat Standard is adequate for submissions to FAAS.

Because of the popularity of Adobe Acrobat, the examples that follow refer to this product.

Here are some resources to help:

VIDEO: [Creating and Combining Files in Acrobat X](#) (6:43)

VIDEO: [Combining Files in Acrobat 9](#) (3:38)

TUTORIAL: [Combining Files with Acrobat 8](#) (PDF)

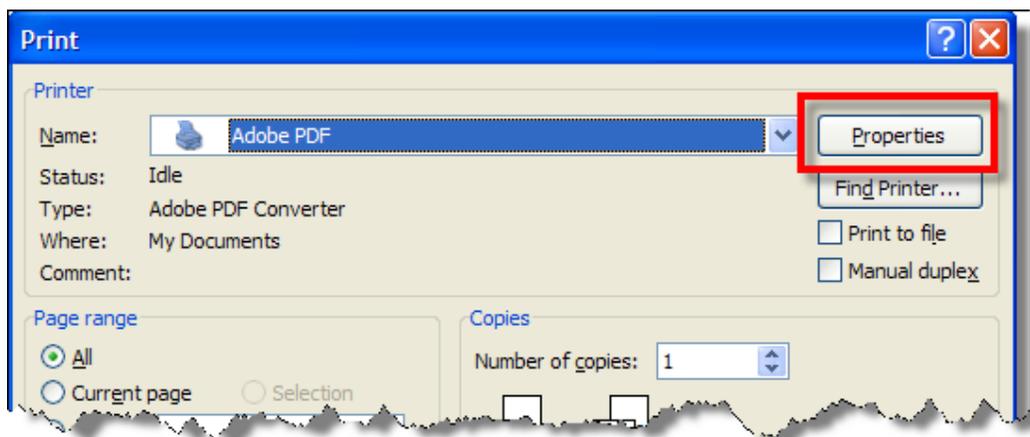
## Using Acrobat 9 or Acrobat X to Create your Entry

The following refers to Adobe Acrobat 9 and X. However, the general process is applicable to other applications that create and combine PDF documents.

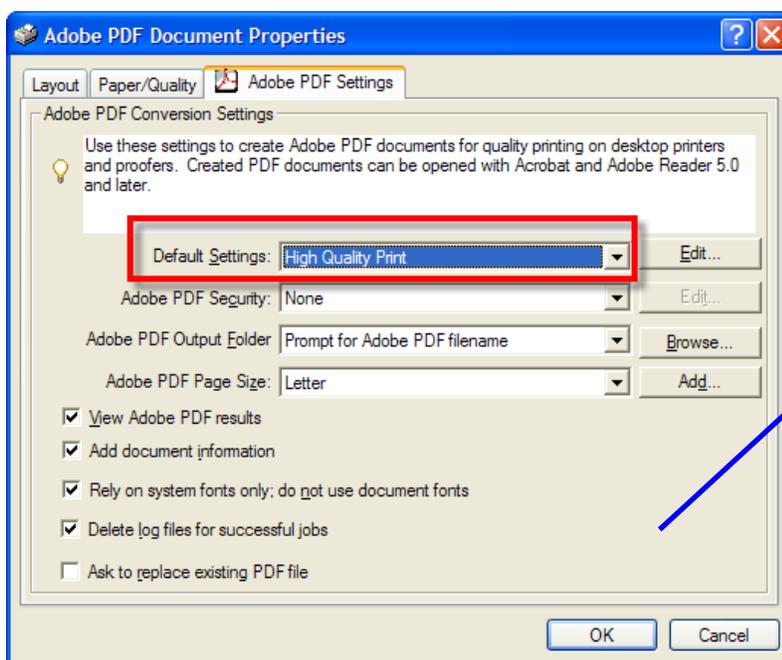
### Creating PDF Files

Follow these steps to convert the entry form to PDF. If you use a word processor or other application that does not directly create PDF files, you will also follow these steps:

1. Choose File→Print
2. Choose *Adobe PDF* from Printer list



3. Click the *Properties* button.  
The *Adobe PDF Document Properties* window appears.



The Print window will look different depending on your software and operating system.

4. Change the *Default Settings* to "High Quality Print".

5. Click *OK*.
6. Click *OK* again to print the document to a PDF file. You will be prompted to name the file.

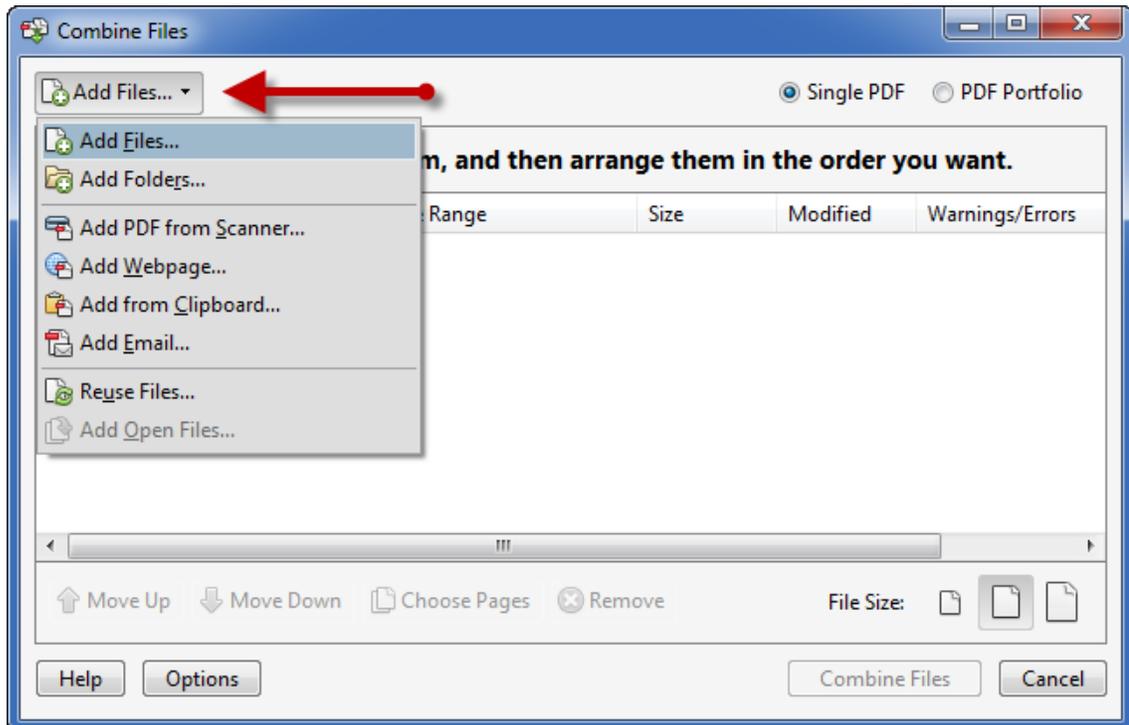
Most modern page layout applications (Adobe InDesign, Adobe PageMaker, and QuarkXPress) directly output PDF files. If you use one of these applications, use included PDF generation. Make sure that all fonts are embedded.

### ***Combining Files to Create an Entry***

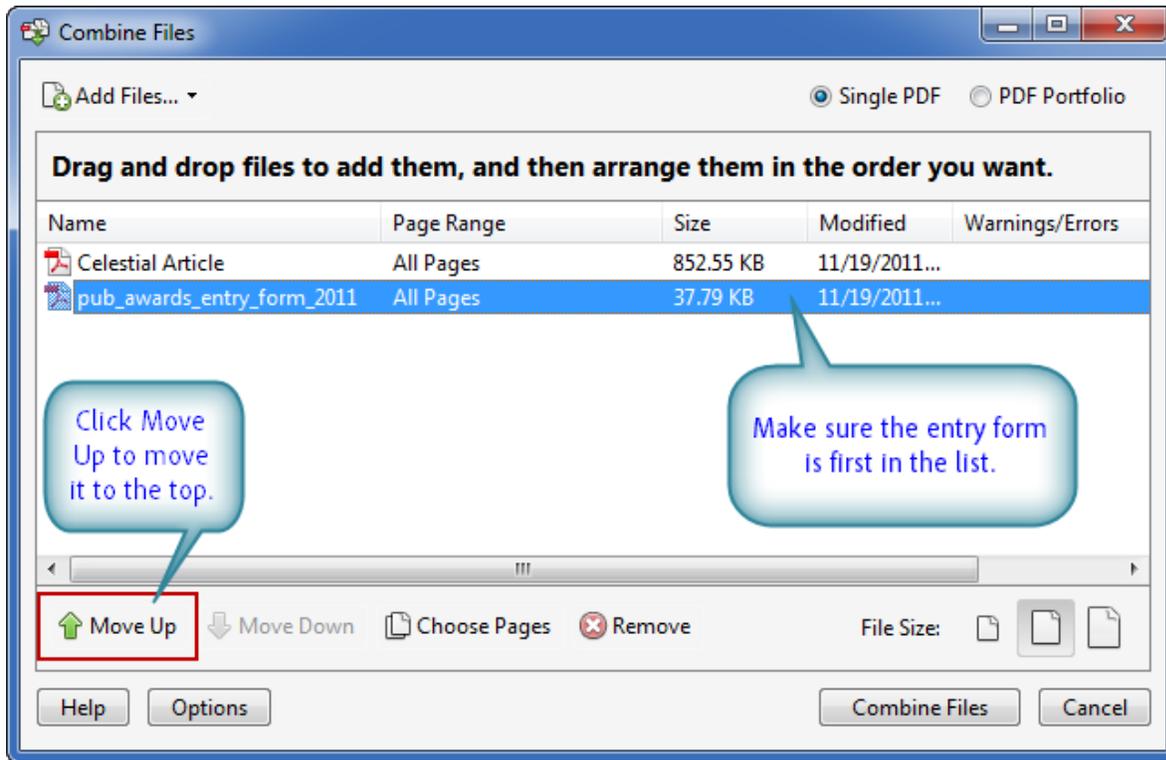
Remember: Each entry includes an entry form and an article/artwork combined together.

To combine the entry form and the original article in Adobe Acrobat 8:

1. Choose File→Combine Files . . .
2. The *Combine Files* window opens.
  - a. Click the **Add** button
  - b. Locate the Entry Form and Article which will make up your entry from your computer.



- Use the **Move Up** or **Move Down** buttons to make sure that the Entry Form is first in the list:



- Click the **Combine Files** button.
- The files are combined and the new file opens in Acrobat.
- Choose File → Save
- Name the file descriptively:

category-entry-society.pdf

e.g. GMMA's 2nd entry in Category 11 would be:

011-02-gmma.pdf

## Filling out the Entry Manifest

The Entry Manifest is an Excel spreadsheet file which is a listing of all of your society's individual entries. The items listed on the entry manifest must correlate exactly with the articles you submit. The entry manifest must accompany all of your entries at the time of submission.

| Category | Junior Category | Entry Number | Filename            | Description                            | Place | Author or Editor | Article Title                           | Publication | Society                          |
|----------|-----------------|--------------|---------------------|--|-------|------------------|---|-------------|----------------------------------|
| 6        |                 | 1            | 006-001-GGAS.pdf    | Best Exchange Column                   |       | Jane Roe         | Jenny's Exchange Column                 | Aqua News   | Greater Generic Aquarium Society |
| 8        |                 | 1            | 008-001-GGAS.pdf    | Best Spawning Article, under 500 words |       | John Doe         | Metriaclima cyneusmarginatus Nkomo Reef | Aqua News   | Greater Generic Aquarium Society |
| 9        |                 | 1            | 009-001-GGAS.pdf    | Best Spawning Article, 500-1000 words  |       | Mike Smith       | Breeding Chalinochromis ndobhoi         | Aqua News   | Greater Generic Aquarium Society |
| 9        |                 | 2            | 009-002-GGAS.pdf    | Best Spawning Article, 500-1000 words  |       | Tina Bettaman    | Breeding Betta Splendens                | Aqua News   | Greater Generic Aquarium Society |
|          |                 |              | 009-003-GGAS.pdf    | Best Spawning Article, 500-1000 words  |       | Janet Jones      | Telmatochromis sp. "temporalis shell"   | Aqua News   | Greater Generic Aquarium Society |
|          |                 |              |                     | Best Spawning Article, 500-1000 words  |       | Steve Black      | Aulonacara jacobfreibergi Hongi Island  | Aqua News   | Greater Generic Aquarium Society |
| 9        |                 | 5            | 009-005-GGAS.pdf    | Best Spawning Article, 500-1000 words  |       | Bob Fishman      | Breeding Malanotaenia trifasciata       | Aqua News   | Greater Generic Aquarium Society |
| 9        | J1              | 1            | J1-009-001-GGAS.pdf | Best Spawning Article, 500-1000 words  |       |                  |   | Aqua News   | Greater Generic Aquarium Society |
| 9        | J1              | 2            | J1-009-002-GGAS.pdf | Best Spawning Article, 500-1000 words  |       |                  |   | Aqua News   | Greater Generic Aquarium Society |
| 12       |                 | 1            | 012-001-GGAS.pdf    | Best Article on a Species of Fish      |       | Lonny Lovefish   | Observations of Tilapia snyderae        | Aqua News   | Greater Generic Aquarium Society |

Category Number and Entry Number must be same as in filename. Do not add the leading zeros in the category column.

Junior Category file names are prefixed by J1, J2 or J3 as appropriate

## FAAS Publication Awards Category Descriptions

| Num  | Category Description                                       | What to Submit   | Notes  |
|--|--|--|--|
| 1  | Best Editor and Publication<br><i>More than Six Issues</i> | Submit each issue of your publication for the year.  | Considerations for this category include quality and diversity of articles, layout, and beauty of artwork, photos and typography.  |
| 2  | Best Editor and Publication<br><i>Six Issues or less</i>   | Submit each issue of your publication for the year.  | Considerations for this category include quality and diversity of articles, layout, and beauty of artwork, photos and typography.  |
| 3  | Best Non-Changing Cover                                    | An entry is a single cover from your publication.  | Submissions in this category must feature cover art that does not change. Text changes are OK.   |
| 4  | Best Changing Cover<br><i>Original Art</i>                 | An entry contains all the covers from your publication for the year.   | <i>Changing Covers</i> include different drawings or photographs from issue to issue.<br><i>Original Art</i> means original, member-created drawings and previously unpublished photographs.                                   |
| 4a   | Best Changing Cover<br><i>Non-Original Art</i>             | An entry contains all the covers from your publication for the year.   | <i>Changing Covers</i> include different drawings or photographs from issue to issue.<br><i>Non-Original Art</i> means clip art and stock photography.   |
| 5  | Best FAAS-Related Article                                  | Each entry is a single article, <u>primarily</u> related to the activities of FAAS.                              | Articles in this category may not be entered in Category 15.   |
| 6  | Best Exchange Article                                      | Each entry is single article dedicated to reviewing and examining the publications of aquarium societies.        | An article in this category should include detailed cites of the author, date of publication and society. The best articles in this category include engaging prose that makes you want to track down an exchange publication. |
| 7  | Best Review Article  | Each entry is an article which primarily focuses on the review of books, aquarium equipment, DVDs, website, etc. | Articles in this category should offer a detailed description of the item that is reviewed and pricing and availability if applicable.   |
| <b>Note:</b> For Categories 8, 9 and 10, word count does not include the article title, author name, and/or captions of accompanying illustrations or photographs. |  |  |  |
| 8  | Best Spawning Article<br><i>Under 500 words</i>            | Each entry is a single article about spawning a fish.  | A short, to the point, "one-pager" describing how to spawn a fish.   |
| 9  | Best Spawning Article<br><i>500 to 1000 words</i>          | Each entry is a single article about spawning a fish.  | A medium-length article which provides background and specific instructions for spawning a fish.   |
| 10   | Best Spawning Article<br><i>More than 1000 words</i>       | Each entry is single article about spawning a fish.  | An in-depth article which provides background, specific instructions for spawning a fish, and information about the fry.   |

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| 11 | Best Article on a <b>Genus</b> of Fish   | Each entry is a single article which covers multiple members of a <u>genus</u> of fish. | <p>A genus is the group of fish which share a common taxonomic name. For example, the genus <i>Xiphophorus</i>.</p> <p>Articles in this category should cover multiple members of the genus.</p> <p>Genera with single species should be submitted in Category 12.</p> <p><u>Exception:</u> Articles are accepted for groups of fish which share a common-name grouping or similar set of characteristics. For example, an article on "gouramies" that span multiple genera such as <i>Ctenops</i>, <i>Colisa</i>, <i>Helostoma</i>, <i>Malpolutta</i>, <i>Parosphromenus</i>, <i>Sphaerichthys</i>, etc.</p> <p><b>NOTE:</b> Each year we have to disqualify articles in this category which should be submitted in Category 12. Don't let this happen to you.</p> |
| 12 | Best Article on a <b>species</b> of Fish | Each entry is a single article primarily about a single <u>species</u> of fish.         | A species is a specific taxonomic unit for a single type of animal. For example, <i>Xiphophorus helleri</i> . It is acceptable to cover valid subspecies, locations, color and fin varieties. Articles in this category should include good background material on the species. Articles primarily concerned with spawning a species should be submitted in Categories 8, 9 or 10.  |
| 13 | Best Marine Article - Fish               | An entry is a single article which is primarily concerned with marine fish.             | Articles may be about a species of marine fish or a genus of marine fish. Good examples in this category include a species description, habitat, feeding and husbandry.   |
| 14 | Best Marine Article - Invertebrates      | An entry is a single article which is primarily concerned with marine invertebrates.    | Articles may be about a species of marine invertebrate or a genus. Good examples in this category include a species description, habitat, feeding, care and reproduction.   |
| 15 | Best Continuous FAAS Column              | An entry is three or more FAAS-related columns for the year.                            | Entries this category generally report on the activities of FAAS. A great start is to sign up for the <a href="#">FAAS Mailing List</a> to receive FAAS emails. Other examples include issues of interest to the hobby as a whole such as legislation.  |

|           |  |  |  |
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| <b>16</b> | Best Article on Aquascaping or Design                          | An entry is a single article primarily concerned with the challenge of creating well-designed tank habitats.                     | Good examples of articles in this category include creating biotope tanks and the use of plants, substrate and tank decorations to create attractive aquaria.<br><br>Note: Articles which primarily focus on plants should be entered in Category 17.  |
| <b>17</b> | Best Article on Plant Maintenance, Cultivation or Reproduction | An entry is a single article about aquatic or semi-aquatic plants.   | Good examples of articles in this category include species description and care, and may cover any number of species or genus of plants. Plant tips and techniques articles may also be submitted.   |
| <b>18</b> | Best Show Article  | An entry is a single article which is <u>primarily</u> about a tropical fish show or some aspect of showing fish.                | Examples in this category include: <ol style="list-style-type: none"> <li>1. Recaps of national or regional tropical fish shows</li> <li>2. "How to show fish" articles</li> </ol>   |
| <b>19</b> | Best Judging Article   | An entry is a single article <u>primarily</u> about some aspect of judging tropical fish in a competition.                       | Typical articles in this category include: <ol style="list-style-type: none"> <li>1. How to judge fish</li> <li>2. Analysis of a judging at a show (why a fish won or didn't)</li> <li>3. Discussion of show judging systems or rules</li> </ol>   |
| <b>20</b> | Best How To or Do-It-Yourself Article                          | An entry is a single article primarily covering how to create, build or make something work that is applicable to fish-keeping.  | There is considerable leeway in this category, but the best entries include: <ul style="list-style-type: none"> <li>• A description of the problem that needs to be solved</li> <li>• List of supplies</li> <li>• Step-by-step instructions if appropriate</li> <li>• Photographs if appropriate</li> <li>• How the proposed solution works</li> </ul> |
| <b>21</b> | Best General Article on Society Management                     | An entry is a single article <u>primarily</u> concerned with how aquarium societies are run.                                     | Many topics may be covered in this category. Some examples: <ul style="list-style-type: none"> <li>• Changes or discussions of a society's constitution or bylaws</li> <li>• Discussion regarding society committee work</li> </ul>  |
| <b>22</b> | Best Article on Health/Nutrition                               | An entry is a single article which is <u>primarily</u> concerned with the health or nutrition of fish or other aquatic organisms | Some possible examples: <ul style="list-style-type: none"> <li>• Feeding practices</li> <li>• Disease Overview (e.g. Understanding Ich)</li> <li>• Diet analysis of fish</li> <li>• General articles on healthy husbandry of fish</li> </ul>   |

|    |                                   |   |  |
|----|-----------------------------------|---|--|
| 23 | Best Collecting Article           | An entry is a single article which is <u>primarily</u> about collecting fish, plants or invertebrates   | <p>Most examples in this category details either native collections or trips taken by aquarists to collect fish. Articles in this category should cover:</p> <ul style="list-style-type: none"> <li>• Where you went</li> <li>• How you caught it</li> <li>• What you caught</li> </ul>  |
| 24 | Best Traveling Aquarist Article   | An entry is a single article which relates travel to some aspect of aquaria or fishkeeping  | <p>Many types of articles may be entered here. Examples include:</p> <ul style="list-style-type: none"> <li>• A visit to a hobbyist's fishroom</li> <li>• A visit to a zoo or public aquarium</li> <li>• A visit to a research station</li> </ul> <p>Articles about travel to a regional or national show should be entered in Category 18.</p>  |
| 25 | Best Humorous Article             | An entry is a single article which is primarily intended to be funny.   | <p>Winning entries should make it obvious that the overall goal of the article is to be humorous. Articles on other topics which might include a humorous anecdote seldom do well here.</p>  |
| 26 | Best Original Artwork             | Each entry is a single, original hand-drawn or computer-generated artwork. Individual photos may not be entered. Original, artistic photographic montages may be entered. | <p>There is considerable leeway in this category. Past winners were primarily illustrations of fish, plants or diagrams which add to the message of an article.</p>  |
| 27 | Best Cartoon                      | An entry is a single, original cartoon. Most entries in this category are hand drawn, but computer-generated, original artwork may be entered.                            | <p>Although not required, judges generally look for humorous cartoons.</p>   |
| 28 | Best Conservation-related Article | An entry is a single article related to the conservation and preservation of species, habitat, energy, etc.   | <p>Typical articles in this category would cover ....</p> <ul style="list-style-type: none"> <li>• A "threatened" species (defined as a species listed as "vulnerable" or "endangered" or "critically endangered" by the IUCN on the Red List of Threatened Species) or is on the "Species at Risk List" of the C.A.R.E.S.(Conservation, Awareness, Recognition, Encouragement, and Support) Preservation Program.</li> <li>• Conservation of energy, water, and/or other resources (including recycling) related to fish keeping</li> <li>• Conservation activities related to fish and/or other aquatic life.</li> </ul> |

|           |  |   |  |
|-----------|--|---|--|
| <b>29</b> | Best Continuing Column<br><i>by a Single Author or Author(s)</i> | An entry includes all of the columns under a single title by the author(s) for the year. A minimum of four columns must be submitted for consideration. | It is expected that entries in this category will include a column from each issue of your publication for the year.<br><br>Note: Presidents Columns seldom do well in this category.  |
| <b>30</b> | Best Article, All Other Categories                               | An entry is a single article with no limitation as to topic.  | Articles in Category 30 cannot be submitted for consideration in any other category.<br><br>It is expected that the article will be related to some aspect of fish keeping or aquaria.   |
| <b>31</b> | Author of the Year   | Do not submit any entries in this category. The winner is calculated on a point-basis.  | Author of the Year is calculated by totaling all of the points from the winning articles under the following point system:<br><br>1 <sup>st</sup> Place 5 points<br>2 <sup>nd</sup> Place 3 points<br>3 <sup>rd</sup> Place 1 point<br><br>If any article wins in more than one category, only the entry with the highest number of points will count towards Author of the Year. No points are awarded for Honorable Mention. |