

## TAPAN Newsletter Award Scoring Sheet

Year: \_\_\_\_\_ Region: \_\_\_\_\_

### 1. Formatting basics:

Volume & issue number present	Yes	No
Publication date (or season) and year present	Yes	No
Publication schedule & submission deadlines present	Yes	No
Font – easily readable, consistent throughout	Yes	No
Color – judiciously applied	Yes	No

### 2. Content:

President’s Message – Supports regions mission through comments on professional, legislative or healthcare related issue	Yes	No				
Editor’s Message – encourages member participation in submitting items for inclusion i.e. articles, photos, news (newly certified, honors received etc)	Yes	No				
Timely – advertises upcoming Region events (meetings, seminars, community service projects etc)	Yes	No				
Includes at least 1 committee report (1 point each)	0	1	2	3	4	5
Component member submissions credited with byline (1 point each) (excludes President’s message, editor’s message and committee reports)	0	1	2	3	4	5

### 3. Originality:

Visual appeal: Inviting layout, attracts readers attention	0	1	2	3	4	5
Creative use of photographs, graphics, images, etc	0	1	2	3	4	5

### 4. Editing:

Proper grammar, punctuation, sentence structure	0	1	2	3	4	5
Correct spelling	0	1	2	3	4	5
Content correctly quoted, referenced.	0	1	2	3	4	5
Permission to reprint clearly indicated if indicated (photos, graphics, graphs, articles etc)	0	1	2	3	4	5
Readability – clear writing, understandable, logical flow	0	1	2	3	4	5

Total: \_\_\_\_\_

Comments: