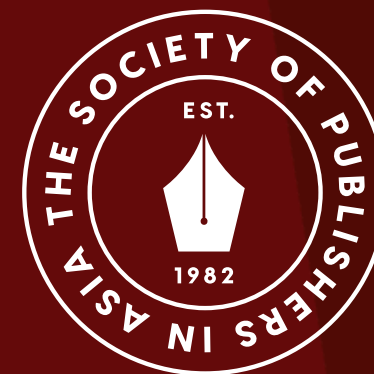




GUIDELINES & TIPS FOR SUBMITTING ENTRIES

The Society of Publishers in Asia
SOPA Awards for Editorial Excellence



GUIDELINES FOR SUBMISSION

Go to the SOPA Awards submission site: sopawards.awardsplatform.com



The
SOPA
2025 Awards

Preferred language

☒ English

☐ English (United States)

☐ 简体中文

☐ 繁體中文

Log in or register

Email

Continue

SOPA Editorial Excellence Awards 2025

SOPA 2025

Entries Deadline: 3PM HKT, 13th February, 2025

Finalists Announcement: May 2025

Awards Announcement: June 2025

- 1 Register an account (if you don't already have one).
- 2 Start your entry (save it in-progress).
- 3 Submit your entry to be in the running.

Best of Luck!

GUIDELINES FOR SUBMISSION

Before submitting entries for the Awards, you must “**Register**” **an account (if you don't have one)** to register your publication and the contact person for your publication’s entries, or “**Log in**” if you already have an account.

Make sure you have **read all the “Important Awards Information”, Rules, FAQ and categories descriptions** before submitting your entry.


Please note SOPA only accepts **payment via PayPal** (credit card payments will be processed through the PayPal gateway).


This year, we are once again using Award Force’s awards system as our award management software. Once you have registered, the contact person will receive an email that will provide the login username and password.




You are then ready to make entries for the Awards.

GUIDELINES FOR SUBMISSION | Step 1: Create a New Entry

 Click “**Start entry**” to start the submission process.

 Entries



  Important Awards Information 

Important Dates



- Please note the entry deadline, this date is final and there will be no extensions provided. The system will automatically prevent entry submissions after the deadline.
- Please read all the [Rules, FAQ](#) and [categories descriptions](#) before submitting your entry.
- The deadline for entries is **February 13, 2025 3PM (Thursday) Hong Kong Time (GMT+8)**
- Finalists announced: **May 2025**
- Awards ceremony: **June 2025**


Other Key Info

- Please make sure the details are entered accurately, including bylines and contact details, as this will be used in the awards presentation if selected as a finalist.
- Entries will be removed from the shopping cart after 24 hours of inactivity.
- You are eligible to enter more than one category, as long as the work submitted meets the criteria.
- You can use the 'copy' feature to create a copy of your entry and change the category as required.
- **There are no refunds.**


If you have any questions on the entry process, please contact the administrator by email to sopa@hku.hk

My entries


Active season (2025)  Current 

 Search list Advanced





Hello, XYZ LEE!

 You have no entries yet. What are you waiting for?

Start entry

Need help? 

GUIDELINES FOR SUBMISSION | **Step 1: Create a New Entry**

-  You will then be taken to the “**Start here**” tab where you will need to submit basic information about your entry, such as the group, category / categories of awards you wish to enter, and entry name (i.e. the title of the entry).
-  Publication titles have been pre-populated in the drop-down menu. Select the relevant publication.
-  If your desired publication is not listed in the drop-down menu, leave this section blank. Proceed to the next field and enter the name of your entry publication in the field below the drop-down menu.
-  **Remember to enter the date of publication.**

GUIDELINES FOR SUBMISSION | Step 1: Create a New Entry

 Fill in the details of the **Group, Category, Entry Name**, and the **Publication** you are affiliated with.

My entries → Entry form → Edit entry

All questions must be answered, unless marked optional.

Start here

Nomination Form

Attachments

🔗 ⓘ About Groups & Special Categories ▾

Global (English-language)
Publications with original news coverage of an international nature and marketed to a worldwide audience. Some examples include: *The New York Times*, *CNN International*, *The Guardian*, *Financial Times*, *Bloomberg*.

Regional/Local (English-language)
Publications that are regional or local in both audience and news coverage. Some examples include: *The Australian*, *Rappler*, *Hong Kong Free Press*.

Chinese-language
Publications in Chinese that are local, regional or global in focus.

Bahasa Indonesia
Publications in Bahasa Indonesia that are local, regional or global in focus.

SOPA Award for Public Service Journalism
There will only be one SOPA Award for Public Service Journalism given out across all three groups (Global, Regional/Local and Chinese groups).

Excellence in Magazine Design
There will only be one SOPA Award for Magazine Design given out across all three groups.

SOPA Award for Young Journalist
There will only be one SOPA Award for Young Journalist given out across all three groups.

Group

Regional/Local

▼

Category

Excellence in Arts & Culture Reporting (卓越藝術及文化報導類)

▼

Honoring the work that demonstrates high standards of reporting and writing in fine arts and cultural topics, including food and travel.

Maximum of 3 articles per entry.
Note: Each publication is allowed a maximum of two entries per category.
*For submissions in the Chinese group, please submit Entry name in Chinese and English

Entry name

XYZ Lee

Name of Publication

▼

Begin typing in the box to search for your publication, or scroll down to find it through the drop-down menu.

Name of Publication - If not listed above (optional)

If your publication is not listed, please fill in the name in the box to the left.
Note: Each publication is allowed a maximum of two entries per category, except in SOPA Award for Public Service Journalism, SOPA Award for Young Journalist, and Excellence in Magazine Design.
*For submissions in the Chinese group, please submit name of publication in Chinese and English

Name of Journalist

For entries in the Chinese group, please submit both Chinese and English names (if there are any), with Chinese names coming first.

Publication Date

12/02/2024

Entries must have been published in 2024.

Country/Region of Publication

Hong Kong

▼


Save + next

Save + close

Preview

Submit entry

GUIDELINES FOR SUBMISSION | Step 2: Nomination Letter

 The next step brings you to the “**Nomination Letter**” tab where you will state the reasons why you would like to nominate the entry for the Awards. Do note the **maximum character limits**. Here you will also provide your editor’s contact information.

SOPA Editorial Excellence Awards 2025ManageEnterJudge

UpdatesCartMail at SOPASite

Configuration modeON

My entries → Entry form → Edit entry

All questions must be answered, unless marked optional.

Start hereNomination FormAttachments

Nomination Letter0 / 600 words

B I H H1 H2 H3 H4 H5 H6 H7 H8 H9 H10 H11 H12 H13 H14 H15 H16 H17 H18 H19 H20 H21 H22 H23 H24 H25 H26 H27 H28 H29 H30 H31 H32 H33 H34 H35 H36 H37 H38 H39 H40 H41 H42 H43 H44 H45 H46 H47 H48 H49 H50 H51 H52 H53 H54 H55 H56 H57 H58 H59 H60 H61 H62 H63 H64 H65 H66 H67 H68 H69 H70 H71 H72 H73 H74 H75 H76 H77 H78 H79 H80 H81 H82 H83 H84 H85 H86 H87 H88 H89 H90 H91 H92 H93 H94 H95 H96 H97 H98 H99 H100 H101 H102 H103 H104 H105 H106 H107 H108 H109 H110 H111 H112 H113 H114 H115 H116 H117 H118 H119 H120 H121 H122 H123 H124 H125 H126 H127 H128 H129 H130 H131 H132 H133 H134 H135 H136 H137 H138 H139 H140 H141 H142 H143 H144 H145 H146 H147 H148 H149 H150 H151 H152 H153 H154 H155 H156 H157 H158 H159 H160 H161 H162 H163 H164 H165 H166 H167 H168 H169 H170 H171 H172 H173 H174 H175 H176 H177 H178 H179 H180 H181 H182 H183 H184 H185 H186 H187 H188 H189 H190 H191 H192 H193 H194 H195 H196 H197 H198 H199 H200 H201 H202 H203 H204 H205 H206 H207 H208 H209 H210 H211 H212 H213 H214 H215 H216 H217 H218 H219 H220 H221 H222 H223 H224 H225 H226 H227 H228 H229 H230 H231 H232 H233 H234 H235 H236 H237 H238 H239 H240 H241 H242 H243 H244 H245 H246 H247 H248 H249 H250 H251 H252 H253 H254 H255 H256 H257 H258 H259 H260 H261 H262 H263 H264 H265 H266 H267 H268 H269 H270 H271 H272 H273 H274 H275 H276 H277 H278 H279 H280 H281 H282 H283 H284 H285 H286 H287 H288 H289 H290 H291 H292 H293 H294 H295 H296 H297 H298 H299 H300 H301 H302 H303 H304 H305 H306 H307 H308 H309 H310 H311 H312 H313 H314 H315 H316 H317 H318 H319 H320 H321 H322 H323 H324 H325 H326 H327 H328 H329 H330 H331 H332 H333 H334 H335 H336 H337 H338 H339 H340 H341 H342 H343 H344 H345 H346 H347 H348 H349 H350 H351 H352 H353 H354 H355 H356 H357 H358 H359 H360 H361 H362 H363 H364 H365 H366 H367 H368 H369 H370 H371 H372 H373 H374 H375 H376 H377 H378 H379 H380 H381 H382 H383 H384 H385 H386 H387 H388 H389 H390 H391 H392 H393 H394 H395 H396 H397 H398 H399 H400 H401 H402 H403 H404 H405 H406 H407 H408 H409 H410 H411 H412 H413 H414 H415 H416 H417 H418 H419 H420 H421 H422 H423 H424 H425 H426 H427 H428 H429 H430 H431 H432 H433 H434 H435 H436 H437 H438 H439 H440 H441 H442 H443 H444 H445 H446 H447 H448 H449 H450 H451 H452 H453 H454 H455 H456 H457 H458 H459 H460 H461 H462 H463 H464 H465 H466 H467 H468 H469 H470 H471 H472 H473 H474 H475 H476 H477 H478 H479 H480 H481 H482 H483 H484 H485 H486 H487 H488 H489 H490 H491 H492 H493 H494 H495 H496 H497 H498 H499 H500 H501 H502 H503 H504 H505 H506 H507 H508 H509 H510 H511 H512 H513 H514 H515 H516 H517 H518 H519 H520 H521 H522 H523 H524 H525 H526 H527 H528 H529 H530 H531 H532 H533 H534 H535 H536 H537 H538 H539 H540 H541 H542 H543 H544 H545 H546 H547 H548 H549 H550 H551 H552 H553 H554 H555 H556 H557 H558 H559 H560 H561 H562 H563 H564 H565 H566 H567 H568 H569 H570 H571 H572 H573 H574 H575 H576 H577 H578 H579 H580 H581 H582 H583 H584 H585 H586 H587 H588 H589 H590 H591 H592 H593 H594 H595 H596 H597 H598 H599 H600

The nomination letter must explain why the entry deserves consideration for the category of award entered, the publication's editorial objectives and how the entry helped fulfill those objectives. It may also provide additional information about the entry to assist the judges in placing the entry in context. In the case of entries with multiple articles or photographs, it must explain the unifying theme of coverage the articles or photographs collectively address. Entries will be judged against how well they fulfill the objectives described in the nomination letter. The nomination letter in all categories must not exceed **600 words/Chinese characters** in length.

Editor's Contact

B I H H1 H2 H3 H4 H5 H6 H7 H8 H9 H10 H11 H12 H13 H14 H15 H16 H17 H18 H19 H20 H21 H22 H23 H24 H25 H26 H27 H28 H29 H30 H31 H32 H33 H34 H35 H36 H37 H38 H39 H40 H41 H42 H43 H44 H45 H46 H47 H48 H49 H50 H51 H52 H53 H54 H55 H56 H57 H58 H59 H60 H61 H62 H63 H64 H65 H66 H67 H68 H69 H70 H71 H72 H73 H74 H75 H76 H77 H78 H79 H80 H81 H82 H83 H84 H85 H86 H87 H88 H89 H90 H91 H92 H93 H94 H95 H96 H97 H98 H99 H100 H101 H102 H103 H104 H105 H106 H107 H108 H109 H110 H111 H112 H113 H114 H115 H116 H117 H118 H119 H120 H121 H122 H123 H124 H125 H126 H127 H128 H129 H130 H131 H132 H133 H134 H135 H136 H137 H138 H139 H140 H141 H142 H143 H144 H145 H146 H147 H148 H149 H150 H151 H152 H153 H154 H155 H156 H157 H158 H159 H160 H161 H162 H163 H164 H165 H166 H167 H168 H169 H170 H171 H172 H173 H174 H175 H176 H177 H178 H179 H180 H181 H182 H183 H184 H185 H186 H187 H188 H189 H190 H191 H192 H193 H194 H195 H196 H197 H198 H199 H200 H201 H202 H203 H204 H205 H206 H207 H208 H209 H210 H211 H212 H213 H214 H215 H216 H217 H218 H219 H220 H221 H222 H223 H224 H225 H226 H227 H228 H229 H230 H231 H232 H233 H234 H235 H236 H237 H238 H239 H240 H241 H242 H243 H244 H245 H246 H247 H248 H249 H250 H251 H252 H253 H254 H255 H256 H257 H258 H259 H260 H261 H262 H263 H264 H265 H266 H267 H268 H269 H270 H271 H272 H273 H274 H275 H276 H277 H278 H279 H280 H281 H282 H283 H284 H285 H286 H287 H288 H289 H290 H291 H292 H293 H294 H295 H296 H297 H298 H299 H300 H301 H302 H303 H304 H305 H306 H307 H308 H309 H310 H311 H312 H313 H314 H315 H316 H317 H318 H319 H320 H321 H322 H323 H324 H325 H326 H327 H328 H329 H330 H331 H332 H333 H334 H335 H336 H337 H338 H339 H340 H341 H342 H343 H344 H345 H346 H347 H348 H349 H350 H351 H352 H353 H354 H355 H356 H357 H358 H359 H360 H361 H362 H363 H364 H365 H366 H367 H368 H369 H370 H371 H372 H373 H374 H375 H376 H377 H378 H379 H380 H381 H382 H383 H384 H385 H386 H387 H388 H389 H390 H391 H392 H393 H394 H395 H396 H397 H398 H399 H400 H401 H402 H403 H404 H405 H406 H407 H408 H409 H410 H411 H412 H413 H414 H415 H416 H417 H418 H419 H420 H421 H422 H423 H424 H425 H426 H427 H428 H429 H430 H431 H432 H433 H434 H435 H436 H437 H438 H439 H440 H441 H442 H443 H444 H445 H446 H447 H448 H449 H450 H451 H452 H453 H454 H455 H456 H457 H458 H459 H460 H461 H462 H463 H464 H465 H466 H467 H468 H469 H470 H471 H472 H473 H474 H475 H476 H477 H478 H479 H480 H481 H482 H483 H484 H485 H486 H487 H488 H489 H490 H491 H492 H493 H494 H495 H496 H497 H498 H499 H500 H501 H502 H503 H504 H505 H506 H507 H508 H509 H510 H511 H512 H513 H514 H515 H516 H517 H518 H519 H520 H521 H522 H523 H524 H525 H526 H527 H528 H529 H530 H531 H532 H533 H534 H535 H536 H537 H538 H539 H540 H541 H542 H543 H544 H545 H546 H547 H548 H549 H550 H551 H552 H553 H554 H555 H556 H557 H558 H559 H560 H561 H562 H563 H564 H565 H566 H567 H568 H569 H570 H571 H572 H573 H574 H575 H576 H577 H578 H579 H580 H581 H582 H583 H584 H585 H586 H587 H588 H589 H590 H591 H592 H593 H594 H595 H596 H597 H598 H599 H600

Please provide the name and contact details of the editor who assigned or supervised the work in the entry. By doing so, you acknowledge that the editor is aware of the submission.

Company Name

Instructions to access non-public URLs (optional) ⓘ

B I H H1 H2 H3 H4 H5 H6 H7 H8 H9 H10 H11 H12 H13 H14 H15 H16 H17 H18 H19 H20 H21 H22 H23 H24 H25 H26 H27 H28 H29 H30 H31 H32 H33 H34 H35 H36 H37 H38 H39 H40 H41 H42 H43 H44 H45 H46 H47 H48 H49 H50 H51 H52 H53 H54 H55 H56 H57 H58 H59 H60 H61 H62 H63 H64 H65 H66 H67 H68 H69 H70 H71 H72 H73 H74 H75 H76 H77 H78 H79 H80 H81 H82 H83 H84 H85 H86 H87 H88 H89 H90 H91 H92 H93 H94 H95 H96 H97 H98 H99 H100 H101 H102 H103 H104 H105 H106 H107 H108 H109 H110 H111 H112 H113 H114 H115 H116 H117 H118 H119 H120 H121 H122 H123 H124 H125 H126 H127 H128 H129 H130 H131 H132 H133 H134 H135 H136 H137 H138 H139 H140 H141 H142 H143 H144 H145 H146 H147 H148 H149 H150 H151 H152 H153 H154 H155 H156 H157 H158 H159 H160 H161 H162 H163 H164 H165 H166 H167 H168 H169 H170 H171 H172 H173 H174 H175 H176 H177 H178 H179 H180 H181 H182 H183 H184 H185 H186 H187 H188 H189 H190 H191 H192 H193 H194 H195 H196 H197 H198 H199 H200 H201 H202 H203 H204 H205 H206 H207 H208 H209 H210 H211 H212 H213 H214 H215 H216 H217 H218 H219 H220 H221 H222 H223 H224 H225 H226 H227 H228 H229 H230 H231 H232 H233 H234 H235 H236 H237 H238 H239 H240 H241 H242 H243 H244 H245 H246 H247 H248 H249 H250 H251 H252 H253 H254 H255 H256 H257 H258 H259 H260 H261 H262 H263 H264 H265 H266 H267 H268 H269 H270 H271 H272 H273 H274 H275 H276 H277 H278 H279 H280 H281 H282 H283 H284 H285 H286 H287 H288 H289 H290 H291 H292 H293 H294 H295 H296 H297 H298 H299 H300 H301 H302 H303 H304 H305 H306 H307 H308 H309 H310 H311 H312 H313 H314 H315 H316 H317 H318 H319 H320 H321 H322 H323 H324 H325 H326 H327 H328 H329 H330 H331 H332 H333 H334 H335 H336 H337 H338 H339 H340 H341 H342 H343 H344 H345 H346 H347 H348 H349 H350 H351 H352 H353 H354 H355 H356 H357 H358 H359 H360 H361 H362 H363 H364 H365 H366 H367 H368 H369 H370 H371 H372 H373 H374 H375 H376 H377 H378 H379 H380 H381 H382 H383 H384 H385 H386 H387 H388 H389 H390 H391 H392 H393 H394 H395 H396 H397 H398 H399 H400 H401 H402 H403 H404 H405 H406 H407 H408 H409 H410 H411 H412 H413 H414 H415 H416 H417 H418 H419 H420 H421 H422 H423 H424 H425 H426 H427 H428 H429 H430 H431 H432 H433 H434 H435 H436 H437 H438 H439 H440 H441 H442 H443 H444 H445 H446 H447 H448 H449 H450 H451 H452 H453 H454 H455 H456 H457 H458 H459 H460 H461 H462 H463 H464 H465 H466 H467 H468 H469 H470 H471 H472 H473 H474 H475 H476 H477 H478 H479 H480 H481 H482 H483 H484 H485 H486 H487 H488 H489 H490 H491 H492 H493 H494 H495 H496 H497 H498 H499 H500 H501 H502 H503 H504 H505 H506 H507 H508 H509 H510 H511 H512 H513 H514 H515 H516 H517 H518 H519 H520 H521 H522 H523 H524 H525 H526 H527 H528 H529 H530 H531 H532 H533 H534 H535 H536 H537 H538 H539 H540 H541 H542 H543 H544 H545 H546 H547 H548 H549 H550 H551 H552 H553 H554 H555 H556 H557 H558 H559 H560 H561 H562 H563 H564 H565 H566 H567 H568 H569 H570 H571 H572 H573 H574 H575 H576 H577 H578 H579 H580 H581 H582 H583 H584 H585 H586 H587 H588 H589 H590 H591 H592 H593 H594 H595 H596 H597 H598 H599 H600

If your web link is private, please provide instructions on how to access.

☐ I have the right to nominate this submission to the SOPA Awards 2025.
SOPA reserves the right to publish the entries. Accordingly, by ticking this box you grant SOPA a non-exclusive, irrevocable, worldwide, and royalty free license to use, reproduce, distribute, and display your entry in connection with the SOPA Awards. You further agree to release and hold harmless SOPA and its officers, directors, and employees from and against any claim or cause of action arising out of your participation in the Award.

Please confirm that you are authorized to submit this entry on behalf of the publication listed in the entry form.

☐ I acknowledge that I have read the rules and the FAQs of SOPA Editorial Excellence Awards 2025, and understand entries that do not meet the rules of the SOPA 2025 Awards may be disqualified.

To read the rules of the SOPA 2025 Awards, please visit <https://www.sopawards.com/awards/rules-faq/>

☐ I acknowledge that there is no refund for entry fee once the submission is complete.

☐ Please check this box if you are submitting this entry as a freelancer (optional)

Save + nextSave + closePreviewSubmit entry

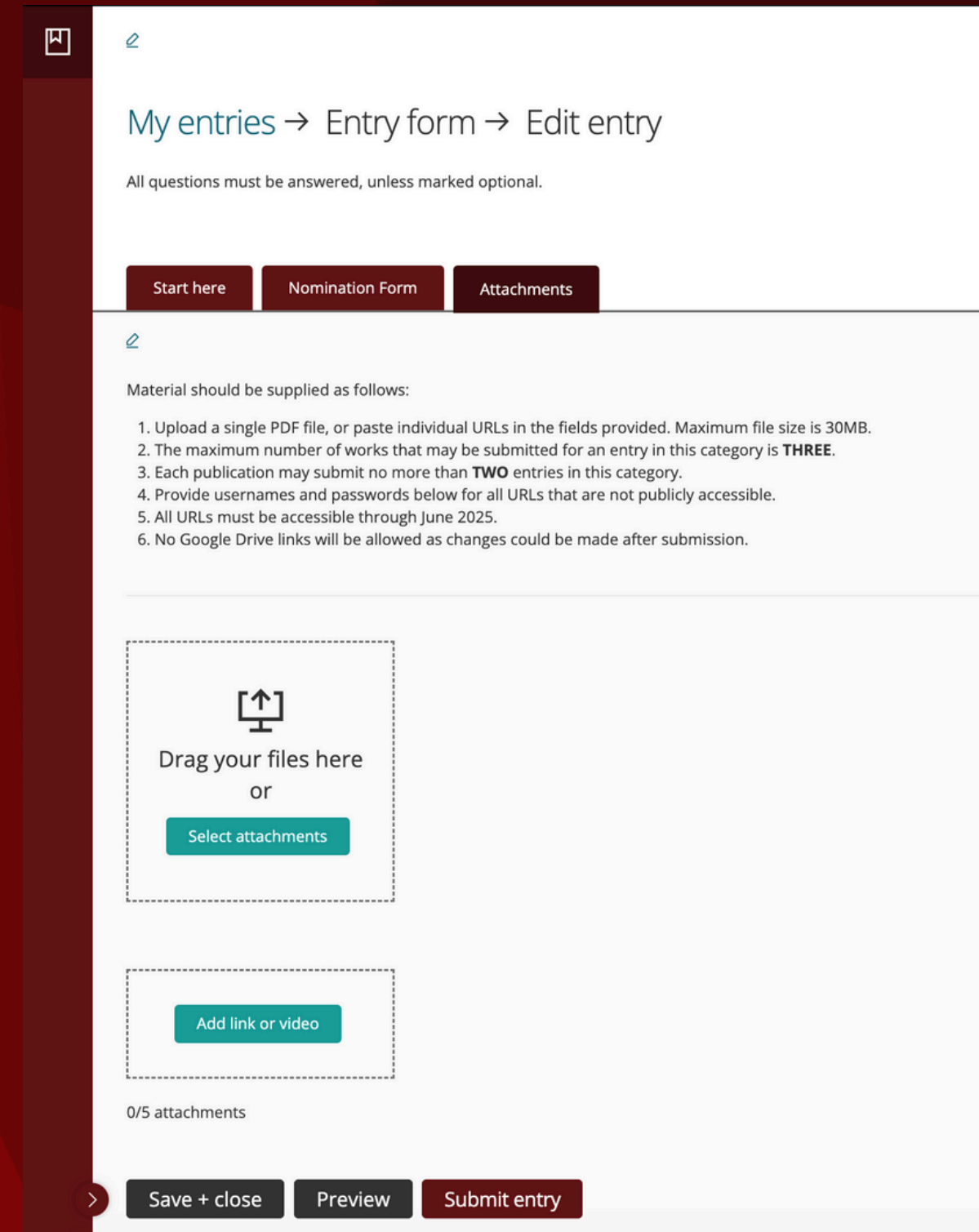
GUIDELINES FOR SUBMISSION | Step 3: Entry Uploads

✍️ Next you will arrive at the “**Attachments**” tab. Here, you may upload files and/or URL for your entries.

✍️ If you are submitting more than one file, click the “+” button to add another file. If you submit a URL, you must provide username and password if it is a secured site.

✍️ It is important to **ensure that the submitted URL is valid**. Any invalid URL, username and/or password will automatically disqualify your entry.

✍️ **Entry fees will not be refunded for any disqualified entries.**



The screenshot shows the 'Attachments' tab of a submission interface. At the top, there's a breadcrumb trail: 'My entries → Entry form → Edit entry'. Below this, a note states: 'All questions must be answered, unless marked optional.' There are three tabs: 'Start here', 'Nomination Form', and 'Attachments' (which is active). The main content area is titled 'Material should be supplied as follows:' and lists six rules: 1. Upload a single PDF file, or paste individual URLs in the fields provided. Maximum file size is 30MB. 2. The maximum number of works that may be submitted for an entry in this category is **THREE**. 3. Each publication may submit no more than **TWO** entries in this category. 4. Provide usernames and passwords below for all URLs that are not publicly accessible. 5. All URLs must be accessible through June 2025. 6. No Google Drive links will be allowed as changes could be made after submission. Below the rules, there are two dashed boxes. The first box contains an upload icon and the text 'Drag your files here or' followed by a teal button labeled 'Select attachments'. The second box contains a teal button labeled 'Add link or video'. At the bottom left of the main area, it says '0/5 attachments'. At the very bottom, there are three buttons: 'Save + close', 'Preview', and 'Submit entry'.

GUIDELINES FOR SUBMISSION | **Step 4: Submit Entry**



- ✍ Once you are finished, click “**Submit Entry**” blue button at the bottom of the page.
- ✍ You will then be taken to the payment window. You can pay for multiple entries at once.

For SOPA membership discount code, please request via email to **mail@sopasia.com**.

- ✍ All entries are saved automatically and you may view / edit / delete an entry by clicking on “**My Entries**” on the left menu bar at any time to select the entry you wish to view / edit / delete.

GUIDELINES FOR SUBMISSION | Step 5: Payment

 An entry is not submitted until payment is made. You may choose to make a single payment for all entries at the end or pay for each entry separately. **Please note that payment must be completed within 24 hours after adding an entry to the cart.**


 [Email for members discount code](#) 

SOPA Members only


For SOPA membership discount code, please request via email to mail@sopasia.com latest **before 13 February, 2025**.
Any requests on the last day of the submission may not make it on time.



Reminder Submission Deadline: 13 February, 2025, 3PM HKT (GMT+8)

Cart

	Quantity	Amount
SOPA 2025 Entry: Fast Culture Group: Regional/Local Category: Excellence in Arts & Culture Reporting (卓越藝術及文化報道獎) Slug: EjzjnZB	1 	\$ 1,200.00
	Sub-total	\$ 1,200.00
	Payment processing fee (0.00%)	\$ 0.00
	Tax (0%)	\$ 0.00
	Total	\$ 1,200.00

[Add more entries to cart](#)
[Apply discount code](#)

256 bit SSL encryption secured checkout 

 [You have 24 hours to complete payment](#) 

Payment must be completed within 24 hours of the entry being added to the cart. If no payment is made within 24 hours, the cart will be cleared and you will need to submit your entry again.

- Once an entry has been paid, there will be no refunds.
- SOPA Awards uses PayPal as our payment gateway and by default it will be selected, you can still pay with your credit card on the following page after you click on "Proceed to payment".

Billing currency
☒ HKD

Billing address
Company name (if applicable)

Country

Address

City / suburb

Postcode

Payment method
☒ PayPal

[Proceed to payment](#)
[Or return to my entries](#)

[Need help?](#)

GUIDELINES FOR SUBMISSION | **Step 5: Payment**

- ✍ **Credit Card payments will be processed through the **PayPal gateway**. You can use PayPal even if you do not have an account with PayPal.**
- ✍ **Once entries have been paid for, they cannot be edited or deleted. On successful submission, the contact person of your publication will receive a confirmation email.**