The SOPA Awards

GUIDELINES & TIPS FOR SUBMITTING ENTRIES

The Society of Publishers in Asia
SOPA Awards for Editorial Excellence

THE SOCIETY OF PUBLISHERS IN ASIA EST. 1982

GUIDELINES FOR SUBMISSION

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

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 category 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.

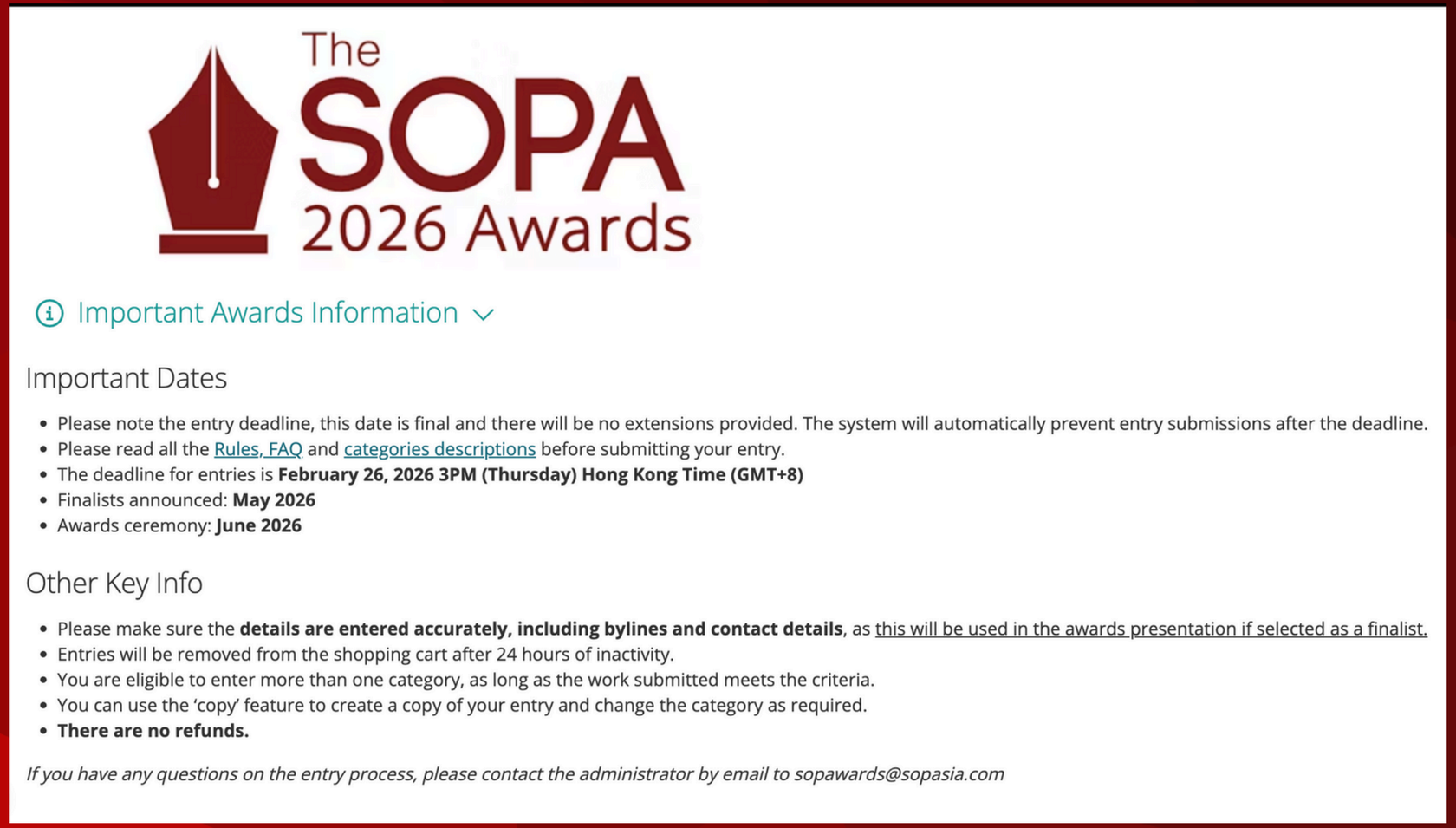
You are then ready to make entries for the Awards.

GUIDELINES FOR SUBMISSION

Log in with the email address you used to register, then click “Continue”.

GUIDELINES FOR SUBMISSION

- **Make sure you have carefully read the "Important Awards Information", Rules, FAQ, and category descriptions before submitting your entry.**



The SOPA 2026 Awards

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 26, 2026 3PM (Thursday) Hong Kong Time (GMT+8)**
- Finalists announced: **May 2026**
- Awards ceremony: **June 2026**

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 sopawards@sopasia.com

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).

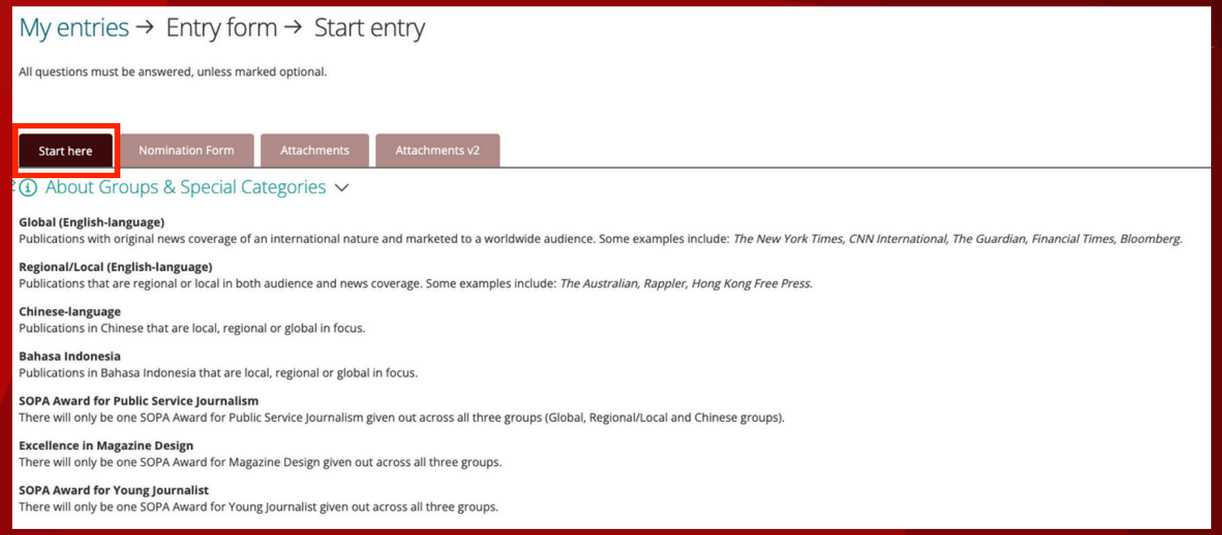
- Publication titles have been pre-populated in the drop-down menu. Select the relevant publication.

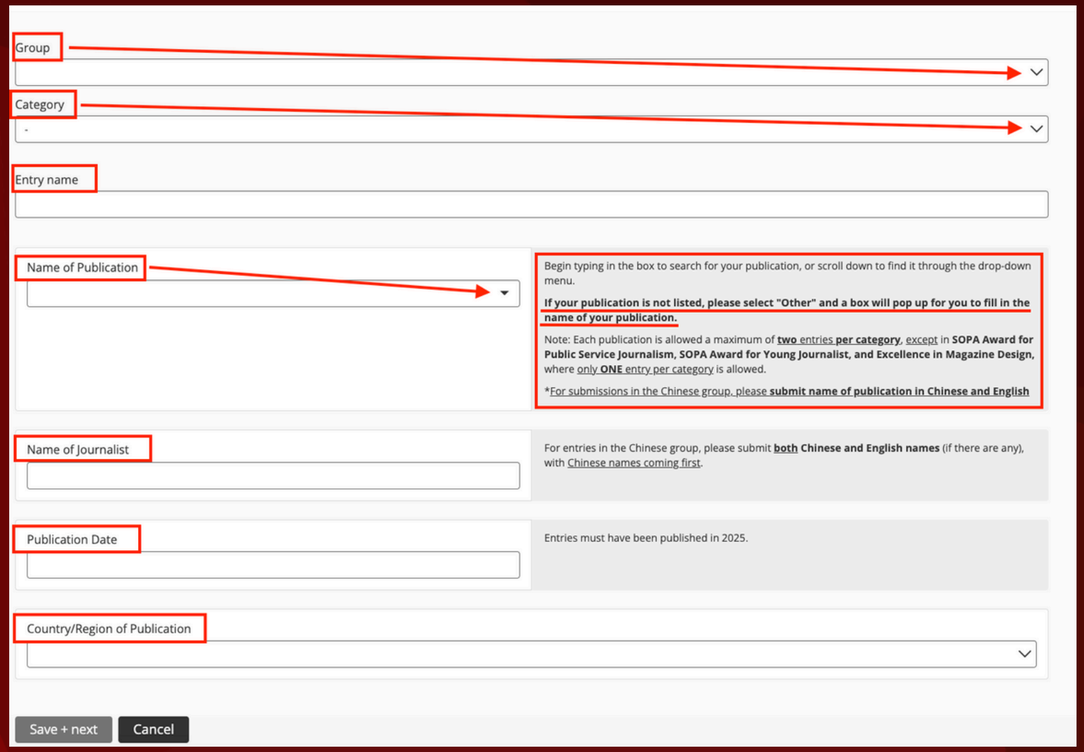
- If your desired publication is not listed in the drop-down menu, select “Other” and a pop-up box will appear. Proceed to enter the name of your entry publication there.

- Remember to enter the date of publication. (please note that it must have been published in the calendar year 2025).

GUIDELINES FOR SUBMISSION | Step 1: Create a New Entry

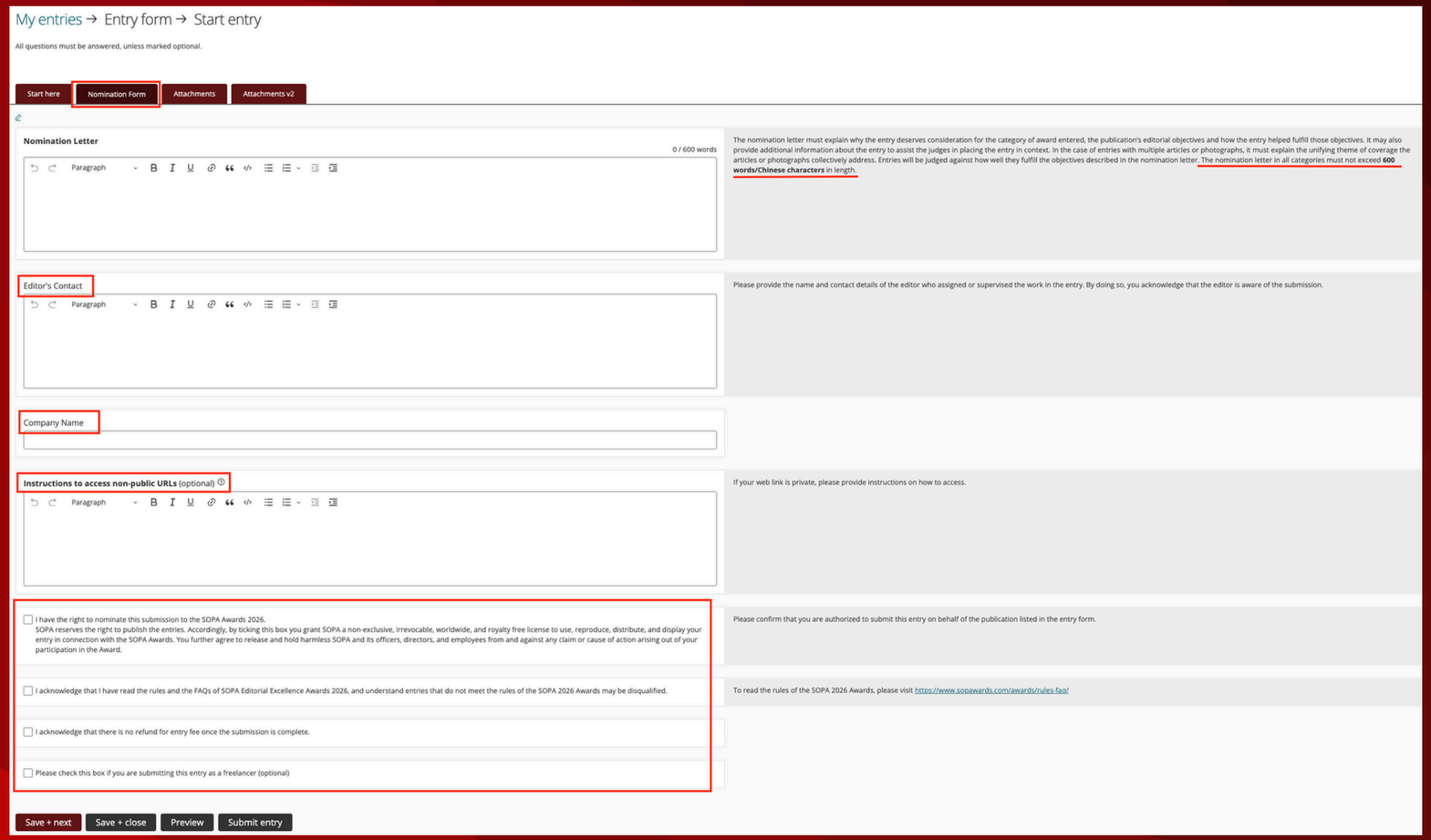
Click “Start here” to start the submission process. Fill in the details of the Group, Category, Entry Name, Name of Publication you are affiliated with, Name of the Journalist, Publication Date and Country/Region of Publication.





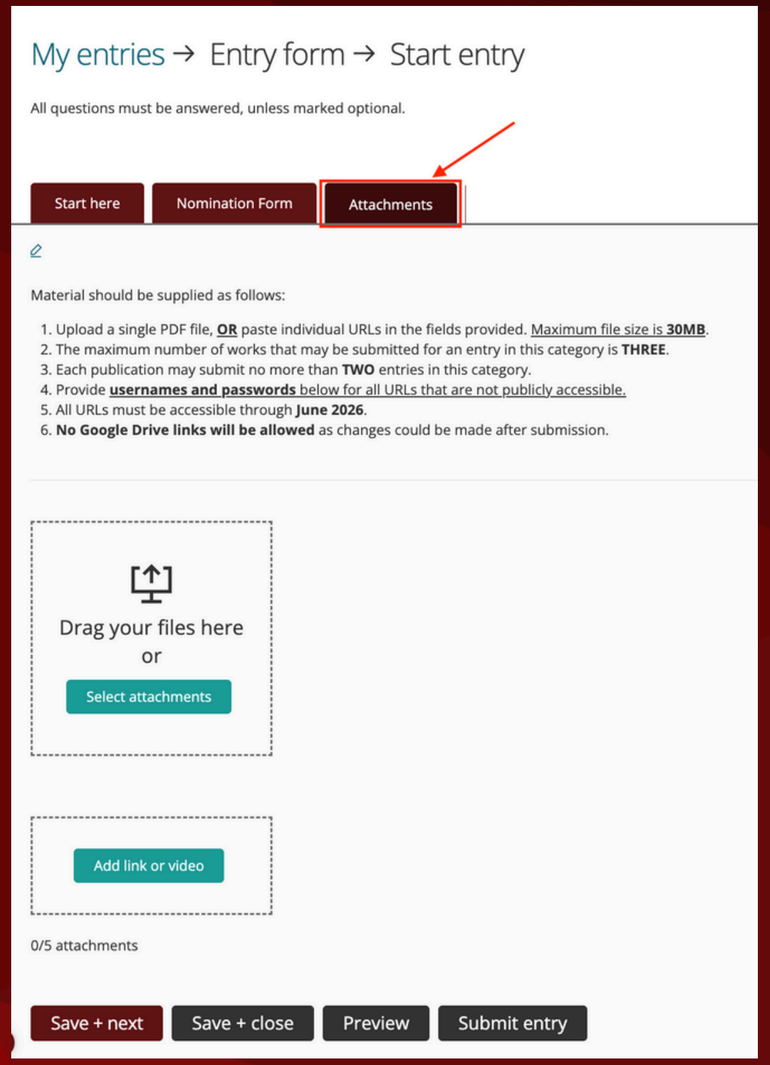
GUIDELINES FOR SUBMISSION | Step 2: Nomination Letter

- **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.**



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.



GUIDELINES FOR SUBMISSION | Step 4: Submit Entry

- Once you are finished, click “Submit Entry” blue button at the bottom of the page.

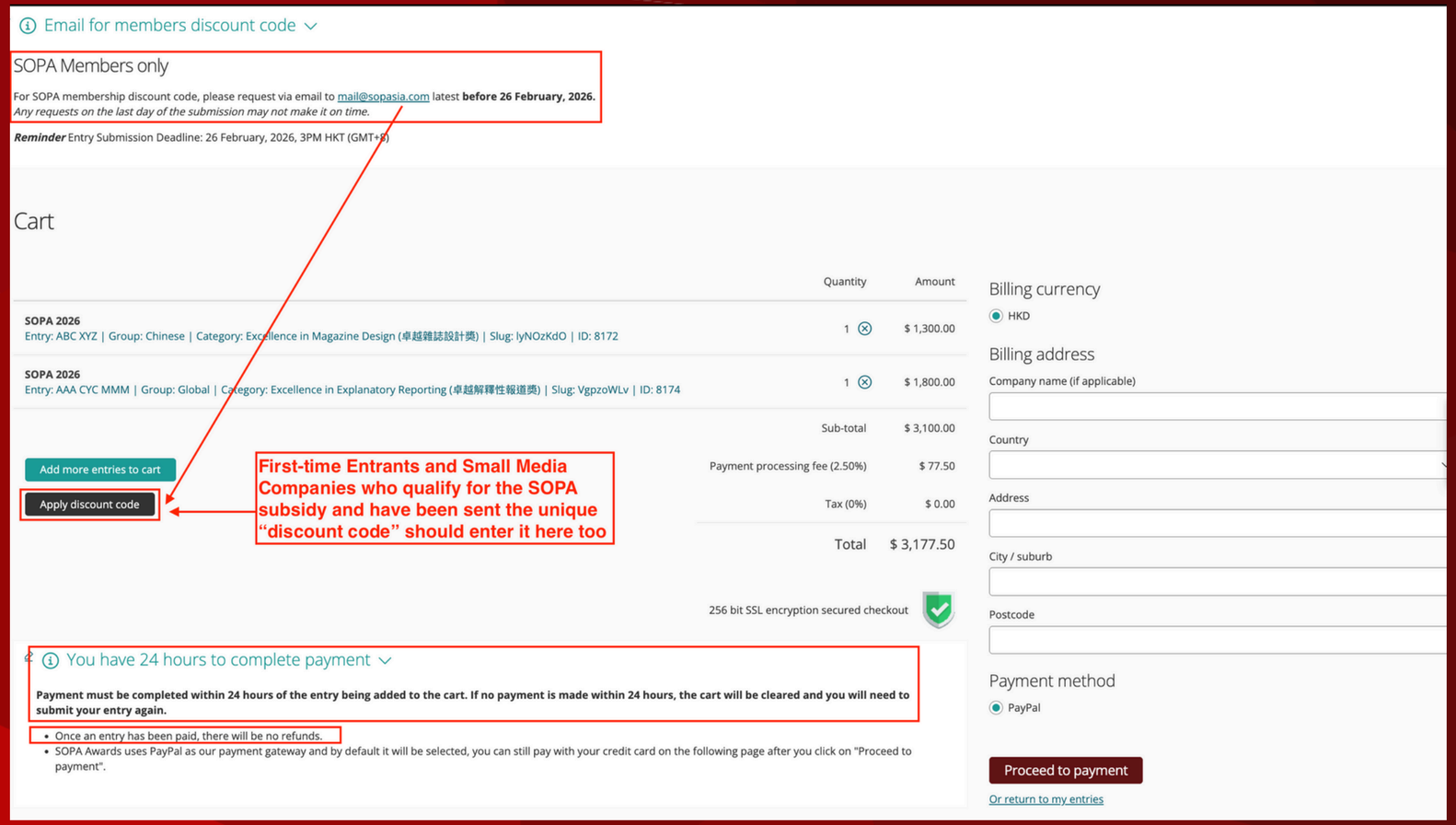
- You will then be taken to the payment window. You can pay for multiple entries at once.

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

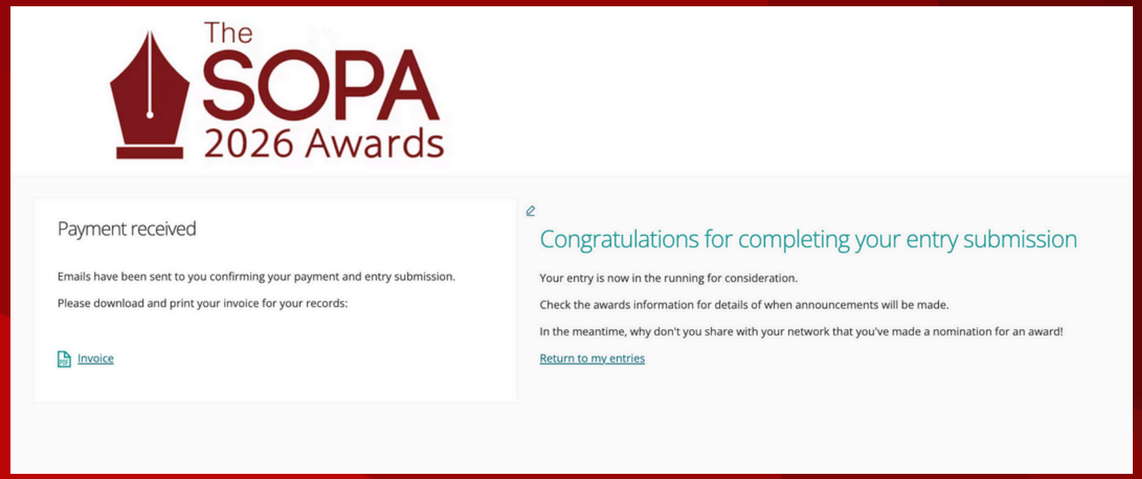
- All entries are saved automatically and you may view / edit / delete an entry by clicking on “My Entries” on the left menu bar at any time to select the entry you wish to view / edit / delete.

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. SOPA Members should email mail@sopasia.com for the discount code.



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 submitted and paid for, there will be NO refund. On successful submission, the contact person of your publication will receive a confirmation email. Entrants may return to their entry to make any changes themselves (up UNTIL the entry deadline) by visiting https://sopawards.awardsplatform.com.