



# GUIDELINES & TIPS FOR SUBMITTING ENTRIES

The Society of Publishers in Asia  
SOPA Awards for Editorial Excellence



# GUIDELINES FOR SUBMISSION

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Go to the SOPA Awards submission site: [sopawards.awardsplatform.com](https://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”**.

The screenshot shows the website [sopawards.awardsplatform.com](http://sopawards.awardsplatform.com). The page features the logo for 'The SOPA 2026 Awards' and a navigation menu. A dark red sidebar on the right contains the following information:

- SOPA Editorial Excellence Awards 2026**
- SOPA 2026 Awards**
- Entries Deadline:** 3PM HKT, 26th February, 2026
- Finalists Announcement:** May 2026
- Awards Announcement:** June 2026
- 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!*

Annotations on the left side of the page provide instructions:

- An arrow points from a box labeled "Type the SOPA Awards URL and this page will pop up" to the browser's address bar.
- An arrow points from a box labeled "Log in with the email address that was used to register" to the "Email" input field in the "Log in or register" form.
- An arrow points from a box labeled "Or register if entering the SOPA Awards for the first time" to the same "Email" input field.
- An arrow points from a box labeled "Then press" to the "Continue" button.

# GUIDELINES FOR SUBMISSION

- ✍️ Make sure you have carefully read the “[Important Awards Information](#)”, [Rules](#), [FAQ](#), and [category descriptions](#) before submitting your entry.



## [i](#) 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](mailto:sopawards@sopasia.com)*

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

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- ✍ 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**.

My entries → Entry form → Start entry

All questions must be answered, unless marked optional.

**Start here** | Nomination Form | Attachments | Attachments v2

[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

Category

Entry name

Name of Publication

Begin typing in the box to search for your publication, or scroll down to find it through the drop-down menu.  
**If your publication is not listed, please select “Other” and a box will pop up for you to fill in the name of your publication.**  
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**, where **only ONE entry per category** is allowed.  
**\*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

Entries must have been published in 2025.

Country/Region of Publication

Save + next | Cancel

# 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.

My entries → Entry form → Start entry

All questions must be answered, unless marked optional.

Start here **Nomination Form** Attachments Attachments v2

**Nomination Letter** 0 / 600 words

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**

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)**

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 2026.  
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.

I acknowledge that I have read the rules and the FAQs of SOPA Editorial Excellence Awards 2026, and understand entries that do not meet the rules of the SOPA 2026 Awards may be disqualified.

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)

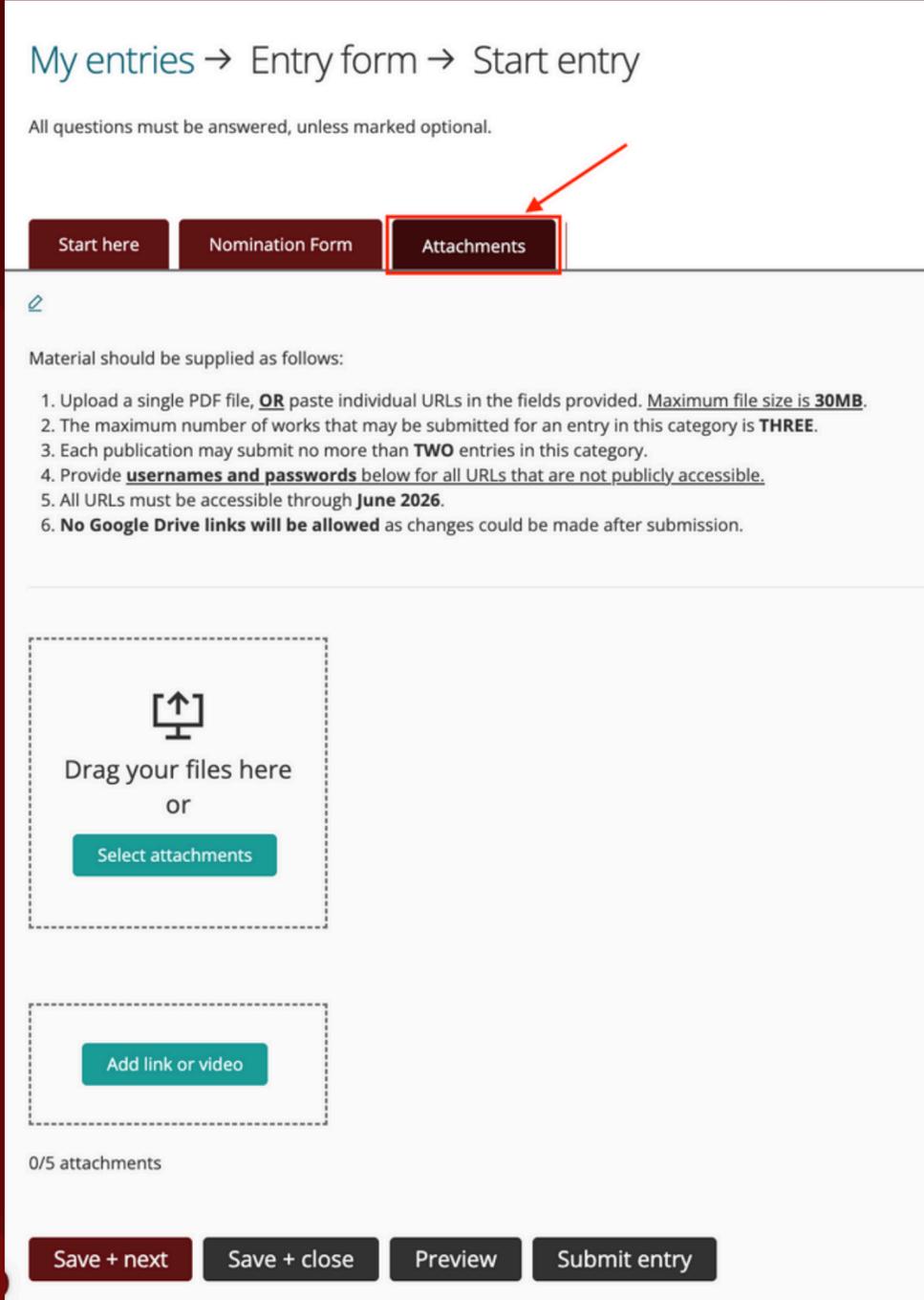
Please confirm that you are authorized to submit this entry on behalf of the publication listed in the entry form.

To read the rules of the SOPA 2026 Awards, please visit <https://www.sopawards.com/awards/rules-faq/>

Save + next Save + close Preview Submit 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 a web interface for submitting an entry. At the top, there is a breadcrumb trail: "My entries → Entry form → Start entry". Below this, a note states: "All questions must be answered, unless marked optional." A navigation bar contains three tabs: "Start here", "Nomination Form", and "Attachments", with a red arrow pointing to the "Attachments" tab. The main content area is titled "Material should be supplied as follows:" and lists six instructions: 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 2026**. 6. **No Google Drive links will be allowed** as changes could be made after submission. Below the instructions, there are two dashed boxes. The first contains an upload icon and the text "Drag your files here or" with a teal button labeled "Select attachments". The second contains a teal button labeled "Add link or video". At the bottom left, it says "0/5 attachments". At the bottom right, there are four buttons: "Save + next", "Save + close", "Preview", and "Submit entry".

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

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- ✍️ 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](mailto: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](mailto:mail@sopasia.com) for the discount code.**

[Email for members discount code](#) ▾

SOPA Members only

For SOPA membership discount code, please request via email to [mail@sopasia.com](mailto:mail@sopasia.com) latest before **26 February, 2026**. Any requests on the last day of the submission may not make it on time.

**Reminder** Entry Submission Deadline: 26 February, 2026, 3PM HKT (GMT+8)

### Cart

	Quantity	Amount
<b>SOPA 2026</b> Entry: ABC XYZ   Group: Chinese   Category: Excellence in Magazine Design (卓越雜誌設計獎)   Slug: lyNozKdO   ID: 8172	1	\$ 1,300.00
<b>SOPA 2026</b> Entry: AAA CYC MMM   Group: Global   Category: Excellence in Explanatory Reporting (卓越解釋性報道獎)   Slug: VgpzoWLv   ID: 8174	1	\$ 1,800.00
	Sub-total	\$ 3,100.00
	Payment processing fee (2.50%)	\$ 77.50
	Tax (0%)	\$ 0.00
	<b>Total</b>	<b>\$ 3,177.50</b>

[Add more entries to cart](#)

[Apply discount code](#)

**First-time Entrants and Small Media Companies who qualify for the SOPA subsidy and have been sent the unique "discount code" should enter it here too**

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](#)

# 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>.

