



AWARDS FOR EXCELLENCE 2024

Rules for entry

All entries must be received by the Awards Organiser between 1 and 31 May 2024:

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Use only the current entry form as downloaded from the Guild's website.

See section 10 on page 3 for details of how submissions should be made.

1. Entrant eligibility

As of 15 April of the year of submission, all entrants must be Full Members of the Guild in good standing, or Life or Retired Members. Under most categories, entrants should be responsible for 50% or more of the work. In the case of photography, the entrant should normally be 100% responsible, whilst in other categories some element of collaboration is more likely. **In all cases where the entrant has collaborated, there must be an accompanying statement that clarifies the roles and their extent.** This clarification is required for all entries containing photos. Unless each image is **explicitly** credited, include a statement of the percentage or total number of images taken by the author of the text of each book or feature.

2. Who can submit?

Entries should be submitted by the Member who created, or co-created, the content, and he or she should complete both entry form and any statement about collaboration.

3. Format and number of entries

Entries may be in any format, e.g. printed book, ebook, JPG, DVD. In the case of physical media, two copies must be supplied (for distribution to two judges). Members may submit one or two entries in all categories except Features, for which (rule change in 2021) they may submit only a single entry in either category.

4. Originality

All entries must be original. New editions of existing books or features are eligible only if they contain at least 50% new material. In photography, a portfolio must not contain image(s) that have been submitted before if the previous portfolio won or was highly commended.

5. Publication date

Entries – except for Photography – must have been published for the first time since 1 April of the previous year. Entries must not have been previously entered for these Awards other than as stipulated in 4 above. The date of publication is determined as follows: *Books*: (i) the information on the imprint page; (ii) the copyright date. *Periodicals*: the cover date.

6. Minimum entries

Each category must attract a minimum of three eligible entries. The judges reserve the right to make no award if no eligible entry reaches a suitable standard.

7. The judges' decision is final

The decision of the judges is final, subject only to the Guild Executive: see also rule 9. No correspondence will be entered into.

8. Categories of entry

Guidebook: The primary intention of the guidebook, whether printed or ebook only, is to offer guidance or instruction, e.g. how to perform an outdoor task or how to follow a walking/cycling route. A good guidebook is inspirational, as well as informative and practical. Where extra features such as maps/design have been provided by the author this should be explained in a statement accompanying the entry form. However the focus of the award is on the author's words and, where appropriate, images.

Outdoor book: An outdoor book is a book on any outdoor theme, and should be inspirational, as well as informative. It might contain some route description or instruction, but this would be a minor part of the text. Where extra features such as maps/design have been provided by the author, this should be explained in a statement accompanying the entry form. However the focus of the award is on the author's words and, where appropriate, images.

Outdoor feature: This category covers one-off features, professionally published in print or non-print media, on any topic relating to the outdoors. The subject may therefore include nature, travel or topographic writing, environmental/green issues and outdoor activities. Features often include the author's photography, which will be assessed in conjunction with the text. 'Travel' features should involve some travel experience with an outdoor theme, not review or feature articles about hotels or restaurants. There is no specific limit – minimum or maximum – as to word length. If the entry includes any illustrative material (e.g. maps, historical photographs) that is not the work of the entrant, this must be explained in a statement accompanying the entry form.

Technical feature: This category includes outdoor gear reviews, photographic and technical 'how to' articles (e.g. navigation, winter skills). It may include technical or instructional articles aimed at outdoor professionals (eg OWPG members) as well as the general public.

A statement must be attached to the entry form that explains to the judges the member's contribution (and, if appropriate, the level of novelty since any previous submission for the Award).

Photography: Each entry consists of a **portfolio of eight images** that represents a professional body of work on an identifiable subject or theme. The award aims to recognise consistent photographic skill as it might be applied to some specific commission. Entrants should include a **statement of the portfolio's theme** in up to 150 words, and also a **caption list**: see rule 10.

9. Category reassignment

Entries that in the view of the Awards Administrator have been submitted in the wrong category may be reassigned. Any conflict with other existing entries under Rule 3 will be resolved in consultation with the entrant. Disagreement over an entry's category, like any other disagreement over the conduct of the Awards, shall be referred to the Guild Executive whose decision shall be final.

10. Entries should be submitted as follows:

Books (Guidebook and Outdoor book): In the case of printed books, two copies. In the case of non-print media such as DVDs, two copies of the original publication. For ebooks, use any method that is both convenient and free of cost for the Awards Organiser and two judges to access and evaluate the file.

Features (Outdoor and Technical): In the case of printed media, send the work as a PDF or high-resolution screen clip, failing which send on paper as two photocopies or tear sheets. In the case of non-print media such as DVDs, send two copies of the original publication. In the case of online features, provide an equivalent PDF or screen clip in case the page is no longer live when judging takes place, which may be several months after submission.

Photography: Images should be supplied in .jpg format and should be at least A4 size at 300 dpi. Entries may be submitted online by web upload service such as WeTransfer or MailBigFile; otherwise send two copies of a CD or DVD containing a portfolio of eight images. **Submit also a caption list to identify each image by filename, combined with a statement of the theme or purpose of the portfolio:** see Rule 8.

11. Returnability and rights

No entries will be returned. Prizewinning entries will be on display (usually as a screen presentation) at the Awards ceremony. A representative image of the winning entry in each category will appear on the Guild's social media and website, at suitably low resolution. It is hoped that winning entries will also feature in *Outdoor Focus* magazine, but this is not a condition of entry. If you have any concerns about the Guild's use of your images, you must contact the Awards Organiser at the time you make your submission. The Guild does not assert any other rights of reproduction over material entered for its awards.