ASPAN Component Newsletter Contest
Evaluation Form

Year: [ ]  Component: [ ]  Page Category: [ ]  Initials: [ ]

I. Formatting Basics:
• Volume & issue number: present [ ] Yes = 1 [ ] No = 0
• Publication date (or season) and year: present [ ] Yes = 1 [ ] No = 0
• Publication schedule, submission deadlines: present [ ] Yes = 1 [ ] No = 0
• Component leadership information: present [ ] Yes = 1 [ ] No = 0
• Table of contents: present [ ] Yes = 1 [ ] No = 0
• Component’s mission: stated [ ] Yes = 1 [ ] No = 0
• Spotlights members: certifications, professional achievements, new members, and/or publications [ ] Yes = 1 [ ] No = 0
• Font: easily readable, consistent throughout [ ] Yes = 1 [ ] No = 0
• Component’s copyright statement: present [ ] Yes = 1 [ ] No = 0

Subtotal: Formatting (9 possible): Points:

II. Product Development: Consider each criterion below, and then rate your impression. If:
Not present: omitted points = 0
Present: features missing points = 1
Addressed: to average degree points = 2
Exceeded: quality enhanced, features added points = 3
Exceptional: quality superior, professional points = 4

Relevance: Importance of content to component members
Note: Consider quality of items when assigning points. Please consider that not all articles need a byline if filler information. Byline Includes author’s name and credentials.
• Bylines used appropriately to identify authors [ ] 0 [ ] 1 [ ] 2 [ ] 3 [ ] 4
• Timely: advertises future component/district events, education [ ] 0 [ ] 1 [ ] 2 [ ] 3 [ ] 4
• Presents component Committee, Board of Directors and/or District report [ ] 0 [ ] 1 [ ] 2 [ ] 3 [ ] 4
• ASPAN news: reports items of national or regional interest [ ] 0 [ ] 1 [ ] 2 [ ] 3 [ ] 4
President’s message: Supports ASPAN and the component’s mission, strategic goals, healthcare, legislative, and/or professional topics that promote membership’s professional development. [ ] 0 [ ] 1 [ ] 2 [ ] 3 [ ] 4
Editor’s column: Supports the mission by reflecting on issues that promote membership contribution to the newsletter. A mechanism for communication with the editor is established. [ ] 0 [ ] 1 [ ] 2 [ ] 3 [ ] 4
Government Affairs Column: Informs membership of healthcare changes at the state/national level. [ ] 0 [ ] 1 [ ] 2 [ ] 3 [ ] 4

Subtotal: Relevance (28 possible): Points:

III. Content: originality and uniqueness
• Component member contributors (committee reports, articles, and/or information)
Note: Consider number of items when assigning points.
3 or fewer contributors □ 1
Between 3 and 5 contributors □ 2
More than 5 contributors □ 3

- Addresses an issue of perianesthesia nursing practice in at least one clinical and/or evidence-based/research article.

**Note:** Consider number of articles when assigning points; one comprehensive article with depth may be more valuable than three brief, superficial articles of questionable relevance to practice.

**Written permission is obtained for information from another source.**

- Original article (not published in another source) or any Reprinted article (originating source credited/referenced) □ 0 □ 1 □ 2 □ 3 □ 4
- Content is factually accurate without error or omission □ 0 □ 1 □ 2 □ 3 □ 4
- Clearly written: author expresses purpose and includes major concepts of topic without redundancy □ 0 □ 1 □ 2 □ 3 □ 4
- Reference citations: current, complete, correctly formatted □ 0 □ 1 □ 2 □ 3 □ 4

**Subtotal: Content (19 possible): Points:**

**Originality: style and design**

- Visual appeal: inviting layout, attracts reader to features □ 0 □ 1 □ 2 □ 3 □ 4
- Balanced: offers a varied array of clinical information, reports, news, commentary □ 0 □ 1 □ 2 □ 3 □ 4
- Article headlines: inventive, clear about article content □ 0 □ 1 □ 2 □ 3 □ 4
- Creative use of images/graphics: photographs sized appropriately, clear without distortion, captions identify individuals, trivia/facts. Permission obtained for inclusion into newsletter; statement present. □ 0 □ 1 □ 2 □ 3 □ 4

**Subtotal: Originality (16 possible): Points:**

**Editing: the art of presentation**

- Spelling and word choices correct □ 0 □ 1 □ 2 □ 3 □ 4
- Content correctly quoted or paraphrased; permission to reprint images, diagram, graph clearly granted □ 0 □ 1 □ 2 □ 3 □ 4
- Proper grammar, punctuation, sentence structure □ 0 □ 1 □ 2 □ 3 □ 4
- Organization: logical flow of ideas □ 0 □ 1 □ 2 □ 3 □ 4
- Readability: clear writing, concise, understandable □ 0 □ 1 □ 2 □ 3 □ 4

**Subtotal: Editing (20 possible): Points:**

**Significance: Judge’s impressions**

- Degree to which this newsletter stands out among others, captures reader interest, uniquely appeals □ 0 □ 1 □ 2 □ 3 □ 4

**Subtotal: Significance (4 possible): Points:**

**Judge’s comments:**

**Total (96 possible): Points:**