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

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

### Editing: the art of presentation
- Spelling and word choices correct
- Content correctly quoted or paraphrased; permission to reprint images, diagram, graph clearly granted
- Proper grammar, punctuation, sentence structure
- Organization: logical flow of ideas
- Readability: clear writing, concise, understandable

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

### Significance: Judge’s impressions
- Degree to which this newsletter stands out among others, captures reader interest, uniquely appeals

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

**Judge’s comments:**

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

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- 3 or fewer contributors [ ]
- Between 3 and 5 contributors [ ]
- More than 5 contributors [ ]

- 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)
- Content is factually accurate without error or omission
- Clearly written: author expresses purpose and includes major concepts of topic without redundancy
- Reference citations: current, complete, correctly formatted

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

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6-2014