

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. 0 1 2 3 4

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: