PORTFOLIO GUIDELINES

Requirements

Students applying for JEA's Journalist of the Year must complete the requirements listed below as a part of their portfolio:

- Maximum of 50 single pages – 10 in application materials, 40 in examples. Category dividers do not count as a part of the 50 total pages.

- Deadlines – All entries on the state level should be submitted to the state director/designated official by March 1. After judging is complete at the state level, the state director/designated official can return the winning state entry to the student for minor revisions/corrections suggested by the judging panel. All state winners are due to JEA headquarters by April 1.

Guidelines

1. The applicant's personality should be evident in the entry. The student should choose a design/concept for the portfolio. [See examples of previous entries.]

2. Materials can be submitted as a print entry or a digital entry.

   - Entries can be submitted bound as book, contained in a three-ring binder or other professional binding can be used. Print entries should be 8 1/2-by-11 inches. Broadcast/video samples should be submitted as a DVD and should be no longer than 15 minutes in length. [No mini-DVDs should be submitted.] Plastic page protectors may be used in the print entries.
   - Digital entries can be submitted as a website, interactive electronic book [iBook, e-editions, etc.] or as a mobile app. Digital entries should be accompanied by a print guide for the judges.

3. The portfolio's concept/design should be evident on each page of the entry.

4. Each page of the portfolio must be labeled with the category, evidence of usage/publication of example, awards/contests entered and an explanation/reasoning for each example.

   Explanation/reasoning – includes the applicant's explanation about the specific assignment. Include any difficulties encountered with the assignment and special circumstances affecting it. Explanation should be 25-50 words in length, easy to read and should explain why this entry is important and was chosen for the portfolio.

5. The entry should be organized according to the following categories: Application Materials, Writing, Design, Photography/Videography and Multimedia/Open. The portfolio organization should follow the categories in order.

6. All pages should be computer generated [PDF]. Avoid the use of handwriting, sticky notes or labels on the outside of the samples.

7. Applicant's adviser must be a current JEA member.

8. Applicant must have participated in student media for a minimum of two years.

9. To compete for JEA scholarship monies, the portfolio must be a state JOY award winner. Students in states without a state director should submit their portfolios to the JEA regional director whose names will be listed under the state name. Students of JEA members teaching at international high schools abroad should submit their portfolios to JEA vice president for evaluation. (See International at the bottom of the state directors list for address.)

10. A padded self-addressed, stamped envelope should be included with the entry if the applicant wants the portfolio returned.