

NEWSLETTER DESKTOP PUBLICATION COMPETITION GUIDELINES

A. ELIGIBILITY AND GENERAL QUALIFICATIONS

1. Contestants must be currently enrolled students of Lyceum of Subic Bay, First Semester, Academic Year 2025-2026;
2. Members of the Lyceum of Subic Bay's (LSB's) Camera Department are automatically disqualified from taking part in the competition;
3. There shall be one (1) team representative, competing from each of the departments;
4. Each competing team should comprise of three (3) individuals, with each member designated to a specific function/role:
 - a. **News Writer** – The person tasked with crafting news articles according to the designated theme or event.
 - b. **Photojournalist**– The individual who captures unique images during the contest to enhance the articles.
 - c. **Editor** – The one responsible for designing and finalizing the newsletter layout, merging the articles and photographs into a polished format.

B. RULES AND MECHANICS

1. THEME/TOPIC

- a. Outputs should adhere to the designated theme or event established at the in the beginning of the competition;

2. ALLOTTED TIME FRAME AND SPECIFIC TASKS PER ROLE/FUNCTION

- a. Each function/role shall operate within a specified time-frame to facilitate seamless workflow and effective teamwork:

<u>ROLE/FUNCTION</u>	<u>SPECIFIC TASKS</u>	<u>ALLOTTED TIME FRAME</u>
<u>Photojournalist</u>	Must capture 5-10 images pertinent to the occasion/event/theme	Day 1 (Oct. 1, 2025) 8:00AM- 4:00 PM
<u>Newswriter</u>	Must compose 2 straight news stories and 1 news feature inspired by the event and the photos taken by team's photojournalist	Day 2 (Oct. 2, 2025) 8:00AM-4:00 PM
<u>Editor</u>	Must create a <u>one-spread, 4-page newsletter</u> , integrating the stories and images into a unified, polished and decent format	Day 2 (Oct. 2, 2025) 8:00AM-4:00 PM

C. VENUE, TOOLS AND EQUIPMENT

1. The Newsletter Desktop Publication competition is going to be held at **Room A209**;
2. The committee shall be providing **two (2) computer units** for this competition to serve as follows:
 - a. One computer unit for photo enhancement and editing; and
 - b. One computer unit for article writing and newsletter layout
3. The **software programs permitted to be utilized** for the competition are as follows:
 - a. Microsoft Publisher (Final Draft) ; and
 - b. Adobe Photoshop (Visual Enhancement)

D. FINAL OUTPUT REQUIREMENTS

1. The final output should be one -spread, made up of a 4-page newsletter in PDF format, which comprises:
 - a. A **masthead** (newsletter title), **main and sub-headlines** (all titles of news articles or features), **bylines** (author's name attribution), and **photo captions** (typically expressed in the present tense);
 - b. Three (3) original news pieces (two (2) straight news article and one (1) news feature) created during the competition;
 - c. Two to three unique photographs (following the technical aspect of photojournalism) taken by the team's photojournalist; and
 - d. A visually consistent and well-organized layout featuring a three-column structure with font size (10-11) and professional type font face.
 - e. Final output submission will be in PDF Format and a Google Drive Link will be provided for uploading the files (COURSE_DP2025).

E. SPECIFIC RULES AND REQUIREMENTS

The following are the specific rules and requirements in creating newsletter and its content:

1. **ORIGINALITY.** All articles and images/photos must be created entirely during the competition timeframe.
2. **LANGUAGE REQUIREMENT.** All written articles and photographs'/images' captions must be written in English, adhering to journalistic style.
3. **PROHIBITED CONTENT.** The use of AI-generated text, stock images, or articles that are pre-written is strictly prohibited.
4. **TEAM COLLABORATION**
 - a. The Editor is required to personally handle the final layout; and
 - b. While collaboration is permitted but should involve team members exclusively.

5. **ETHICAL STANDARDS.** Plagiarism, fabrication of news, or any form of unethical journalism will lead to immediate disqualification.

F. DEADLINE FOR SUBMISSION

1. Late entries incur a penalty of one (1) point for each minute they are late; and
2. A maximum 15 minute-late submission shall result to disqualification.

G. CRITERIA FOR EVALUATION

<u>CRITERIA</u>	<u>EQUIVALENCE</u>
a. CONTENT QUALITY (accuracy, relevance and news value)	25%
b. WRITING STYLE, GRAMMAR & MECHANICS (clarity, flow, structure)	20%
c. PHOTOGRAPHY/VISUAL IMAGES (relevance, originality, technical quality)	20%
d. LAYOUT, APPEARANCE AND DESIGN (correct mechanics, creativity organization, readability)	25%
e. OVER-ALL VISUAL IMPACT (cohesion, professionalism)	10%

- H. JUDGES' DECISION.** The judges' decision shall be final, executory and non-appealable.