

Submission Checklist

- ☐ Completed and signed [Eligibility, Conditions, and Attestation form](#), including an AI disclosure if applicable (please submit to our [Dropbox file request](#)). Only one form is required per publisher.
- ☐ A high-resolution cover photo for each title submitted, provided as a TIFF or JPEG file in CMYK colour mode (minimum 300 DPI) (please upload to our [Dropbox file request](#)).
- ☐ Completed [Title Information Form](#) for each submission.
- ☐ Send four hard copies of each title to be considered for an award. See **Note 3**.
 - ☐ If submitting a title in multiple categories, please include:
 - ☐ Four copies of the book for the first category.
 - ☐ Three copies for each additional category. See **Note 1** if the title is entered in more than one Design category.
- ☐ Upload the following materials to the [Dropbox file request](#) for each category the title is entered into (see **Note 2**):
 - ☐ One copy of each title as an ebook in ePub or PDF format.
 - ☐ Digital copies of all supporting documents. The requested supporting documents are included in the criteria documents for each category. [An example can be viewed here](#).
- ☐ Submission fees (e-transfer to accounting@bookpublishers.ab.ca, or [Square](#)).
 - ☐ \$45.00 per title, per category for members of the BPAA.
 - ☐ \$55.00 per title, per category for non-members.

Submission Notes

Note 1: Only one set of copies (a total of four books) is required for the Design categories, even when entering into more than one Design category (Book Cover Design, Book Design, or Book Illustration). Three copies for each additional non-design category are still required.

Note 2: Supporting documents and the ebook (ePub or PDF format) should be organized into individual folders for each title. Please upload the folder (zipped or unzipped), not individual files, and name the folder with the title of the book.

- If submitting a title in multiple categories, please upload ebooks and applicable supporting documentation into the [Dropbox file request](#) for **each category** the title is entered into.
- [Sample supporting documentation](#).

Note 3: Send all hard copy book submissions to:

Book Publishers Association of Alberta
Second Floor, Percy Page Centre
11759 Groat Road NW
Edmonton, AB T5M 3K6