



 Sigma Theta Tau International
Honor Society of Nursing®

Definitions of Award Submission Requirements

When submitting the supporting documents for your nomination online, please categorize them using the following descriptions from the drop-down menu within the form on **Step #4: Upload Supporting Materials**. A submitter may upload additional supporting documentation other than what is required.

Article: Newspaper, magazine or other periodical that provides sample of media coverage and/or supports fulfillment of criteria

Artwork: Published, displayed, printed, video, slides or other multimedia format of art

Audio: Music or other sound files (recorded interviews, presentations, speeches, etc.)

Brochure: A small booklet or pamphlet containing promotional material or program/product information

Chapter Key Award form: Excel Spreadsheet template for Chapters to complete in application for Chapter Key Award.

Chapter newsletter: A periodical published by a chapter containing news and announcements circulated on the chapter level. Chapter newsletters may be distributed by electronic mail.

Cover letter: A letter sent with other documents to explain more fully or provide more information

Curriculum vitae: A summary of one's education, professional history, and job qualifications

Digital photo: An electronic photograph in JPG, GIF or PNG format

Letter of acceptance: A letter from the nominee(s) acknowledging the award nomination and will accept the honor of award at congress/convention if chosen as recipient

Letter of support: A letter endorsing nomination in fulfillment of criteria

Other: Any supporting material not covered by listed file upload types

Publication: Books, periodicals, or other printed material

Report: Formal account or analysis of program, project or topic

Screen shot: Electronic copy of computer window or screen contents

Signature page: Scanned signature page from research dissertation

Supporting narrative/Summary (criteria): A narrative summary addressing the criteria and how the nominee(s) meets or exceeds each bulleted criterion.

Video: A recording of a movie, performance, television program, event, etc.

Web site: A series of web pages on the World Wide Web indicated by a specific URL