



 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