

	Competition:	International Technical Publications Competition (ITPC)
	Category:	Category 3: Reference Materials
	Judge Number:	
	Entry Number:	
	Entry Title:	

Guidelines

For purposes of this competition, *Reference Materials* is defined as publications that instruct and/or guide and that will be used (once or frequently) by individuals within an organization. Reference materials can also be compilations of an organization's policies. Examples include, training materials, documentation sets, user and administrator Manuals, quick reference guides, and organizational manuals.

Training Materials include student guides, tutorials, workbooks, and instructor guides, or sets of these pieces.

Documentation Sets are intended to be used as a unit, and are typically packaged together. Examples include, but are not limited to, software documentation sets, multivolume reference materials.

User and Administrator Manuals might include Software Guides. Hardware/Software Combination Guides, Computer Hardware Guides, and Non-computer Equipment Guides.

Quick Reference Guides provide ready reference to features and functions about a product or service. These documents present essential information concisely and quickly, so it can be found easily. They often contain graphic devices and other job aids to help fulfill their purpose.

Organizational Manuals present information essential for a business or organization to run successfully. Their audience is usually specific groups of employees, but might also include volunteers, outside auditors, etc. Organizational manuals include, but are not limited to Employee Manuals, Policy and Procedure Manuals, and Style Guides.

Please grade each criterion using the following scale:

A = Strong

B = Average

C = Weak

D = Absent

N = Not applicable

1. Content and Organization – Overall Comments

Use this area to comment on regarding content and organization. Please try to include three positive comments as well as three areas that could use improvement. Refer to the criteria listed in the table below to help develop your comments.

Content and Organization	
Criterion	Grade
Audience is clearly defined	
Content meets the practical needs of the audience	
Writing tone and style suit the purpose and audience	
Writing generates interest and holds the reader's attention	
Vocabulary and reading level are appropriate to the audience	
Writing is free of unnecessary bias, for example, that of gender or ethnic group	
Technical complexity is handled effectively	