

DIGITAL SUBMISSIONS

Thank you for your consideration in submitting your Accreditation Entry digitally.

Since January 1, 2006 digital submissions are accepted in all categories. They must be submitted on a compact disc (CD), in adherence to all the guidelines that follows.

Please read the following instructions carefully, as entries that do not follow these guidelines may not be judged. I suggest that you print this out as an easier reference, the instructions are not complicated, but simple mistakes can result in a lot of confusion in handling the entry and the judging process.

General Guidelines:

Complete entries only, no partial or split-media allowed (eg : no prints mixed in with digital files).

The digital files should be sized to 1500 pixels on the longest side, saved to maximum quality JPG, in Adobe RGB 98 format.

Leave the options on to save previews and to embed the color profile in the image when saving.

Any sharpening and all effects should be previewed at 100% , as the image will be evaluated at this magnification in addition to the full image view.

Contact Sheet:

A contact sheet of your image entries is required to be submitted along with your CD. This will not be judged, and is solely for allowing the Accreditation Chairperson a visual reference to assist the judging process. It should have the file names clearly visible, and with sufficient image detail and quality to clearly identify each image. Ideally it should be a single page.

Naming:

Image file are required to be named numerically, starting with 001, followed by a short (max twelve digits) descriptive with abbreviations acceptable, and no spaces. Titles are not acceptable, as the name must help with the description of the image, and will have no bearing on the judgment of the image.

ie: 001-RedBarn.JPG , 002-GirlBlueTop.JPG , 003-ChildInPark.JPG, 004-CoupleOld.JPG, 005-CoupleOnDock.JPG , etc etc...

If entry consists of a before and after (such as specialty categories) then the number should be followed by an A for After - or B for Before

ie: 001A-Redbarn.JPG and 001B-RedBarn.JPG

For resubmissions, the file name must remain unchanged, but hyphenated with the suffix R and date added to the end of the name (date format to be month year: 0405 would be April 2005):

ie: 001A-RedBarn-R0405.JPG

* For re-submissions, you will be required to provide a copy of the images originally submitted along with a contact sheet of these images. The original evaluation/comment sheet must also be included

Folders

Your images should be placed in a folder that is named for the date of the submission, which in turn is placed in a folder named for the accreditation category:

ie: Digital Manipulation > January2009 > (FileName.JPG)

** Important - Your name MUST NOT appear anywhere on any file or folder within your CD's contents. the label of the Cd is fine, but not anything visible on the computer screen.

CD Formatting

Your entry may be judged from a Mac or PC system, and so your CD MUST be readable by both platforms. Recently, some PC programs have default settings that cause the CD to be unreadable by a Mac. You will need to turn those off and ensure that your CD is recorded to be readable by both PC and Mac. If unsure, open your Cd on a mac system before submitting it with your entry.

** CD's won't be returned.

Re-submissions

All rules apply as above, with the exception that the re-submitted images should be in a folder of their own, along with their previously un-accepted earlier version(s).

Previously accepted image should be placed in a clearly labeled separate folder, on the same CD.

In Closing:

Please check all elements of your CD submission before sending it in - Don't leave it to the last minute!

Apologies if this all may seem tedious and somewhat confusing, but it allows for easier sorting, a process for figuring out mix-ups should they occur, and ideally for preventing them in the first place.

As this is a new process, it is subject to changes and improvements as we go along, so if you have any comments and suggestions that would aid the process, please feel free to send them along.

Thanks for taking the time to read this through and good luck with your submission!

Nelson

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