

# North Bethesda Camera Club – Electronic Image Competition

---

## SUBMISSION GUIDELINES

Revised July 19, 2011

*(minor edits September 15, 2011)*

---

The following guidelines describe the specific requirements for submission of entries into Electronic Image Competition (EIC). Competitors must comply with all guidelines as well as the [Competition Rules for NBCC](#) found in the membership booklet and on the Web site. The rules and these guidelines have been put in place to ensure a fair and smoothly-run competition.

### Key Points to Remember

1. Use proper file size, filename, image dimensions, and entry limits.
2. Submit images as email attachments to [EIC@nbccmd.org](mailto:EIC@nbccmd.org).
3. Must be received between one week and three days before the competition.
4. Submit all entries at one time.
5. Check for email receipt confirmation, and follow up if not received.

**Points of Contact.** The NBCC Competition Committee administers this competition for North Bethesda Camera Club. Each month there will be an EIC Coordinator, with their name listed on the [EIC Web Page](#). This person is the point of contact for questions and issues regarding advance submission of entries, but first read the [Frequently Asked Questions \(FAQ\) page](#). See your membership booklet for telephone and address information. Make sure you contact the current month's coordinator – not last month's coordinator, who may be unavailable so your queries could go unanswered.

**Prioritization.** Images do not need to be prioritized. This is subject to change if large numbers of submissions cause overflow on Competition Night.

**File Format.** Use standard JPEG image format only (not JPEG 2000). Embedded color profile and progressive scan will slightly increase the file size without affecting the competition image, so these may be omitted at your option. Images will be interpreted as sRGB color space.

**File Size** is limited to **1.5 megabytes (1,572,864 bytes)** per image file. This is plenty of space for a high-quality JPEG image at 1400 x 1050 pixels. If you are having trouble squeezing your file into 1.5 megabytes, check to make sure your image is 1400 pixels or less in width **and** 1050 pixels or less in height (see Image Dimensions below).



**File Naming Convention.** The filename must adhere to the following convention:

Novice Traditional - Your Name - Title of Image.jpg

Advanced Traditional - Your Name - Title of Image.jpg

Novice Unrestricted - Your Name - Title of Image.jpg

Advanced Unrestricted - Your Name - Title of Image.jpg

Examples:

Novice Traditional - Jane Doe - Backlit Roses in Window.jpg

Advanced Traditional - John Doe - Hawk.jpg

Novice Unrestricted - John Doe - Kayaks at Dawn.jpg

Advanced Unrestricted - Jane Doe - Desert Landscape with Moon.jpg

Only the two hyphens shown can be used in the filename prior to the image title. The reason is that our software parses the category and member names based on the hyphen delimiter. When some photo software generates filenames, spaces in a filename are replaced by underscore characters or hyphens. Please remove any extraneous underscores or hyphens manually.

If you hyphenate your name (e.g., Jane Smith-Corona), please either remove the hyphen or substitute some other character (space or tilde ~) for purposes of submitted filenames.

Examples: Jane SmithCorona, Jane Smith Corona, Jane Smith~Corona.

For winning images, the name and title (e.g., “John Doe - Kayaks at Dawn”) will be displayed on-screen and published in the newsletter and on-line. So use correct capitalization (title case), full spelling of words, and insert spaces for best readability. If your images use stock ID numbers or codes that are not meaningful to the audience, consider stripping those out before submitting. Limit filenames to 60 characters in length.

Do not abbreviate the member name or vary spelling after the first submission. Awards and points are credited by exact name as spelled in the filename, so please be consistent all year. E.g., don’t alternate between nickname and proper name.

Do not use the words “Novice,” “Advanced,” “Unrestricted,” or “Traditional” as any part of your Image Title (the last part of the filename). For example, the following filename would cause problems because of the words “Advanced” and “Novices” included in the title:

Novice Traditional - John Doe – Monastic Novices Study Advanced Scrolls.jpg

**Image Dimensions.** Almost any digital camera or film scan will produce an image with far more detail than the projector can display. This extra detail uses up file space without gaining any quality in the competition. A properly downsized image matching the projector capabilities will usually look better than a full-resolution image.

Ideally, images submitted to NBCC EIC should first be resized to fit within the native resolution of the digital projector (1400 wide and 1050 pixels high).

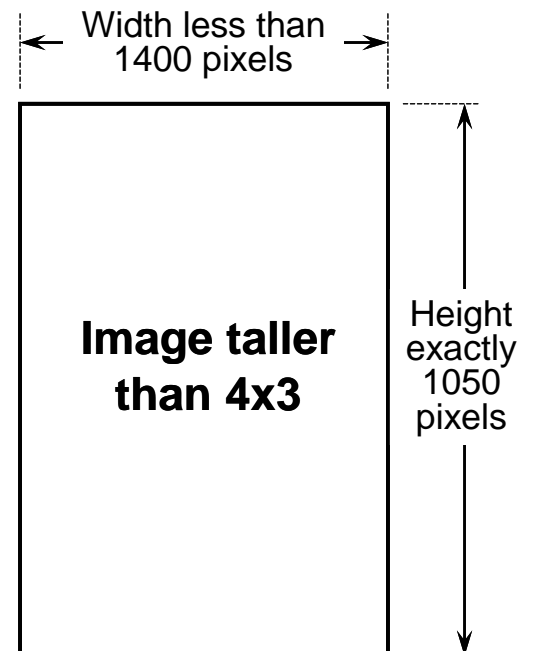
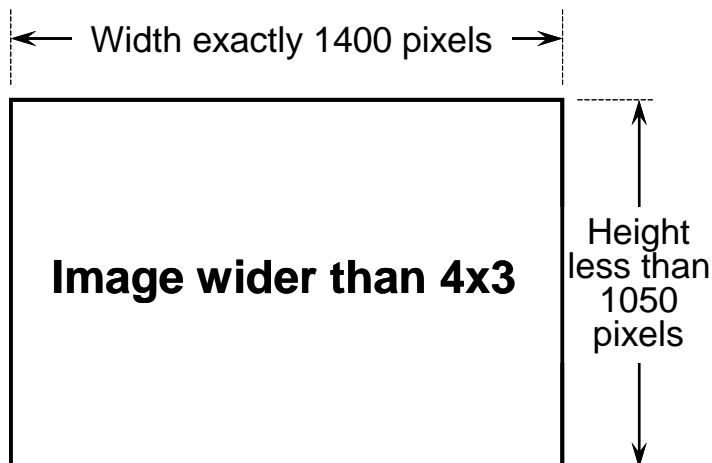
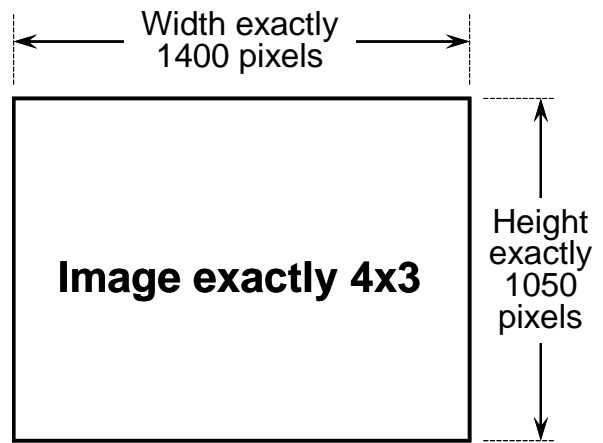


Optional: if your image happens to have a 4x3 aspect ratio (as produced by many compact digital cameras), you can set both dimensions (to exactly 1400 x 1050 pixels) when you resize your image. The first diagram (right) illustrates this case.

If your image is not an exact 4x3 aspect ratio, you should fit your image within this rectangle by **either** setting width to 1400 pixels **or** setting height to 1050 pixels, but not both.

For example, if your image has a wider aspect ratio than 4x3, such as 35mm landscape orientation (typically 3x2 aspect ratio), then you set the width to 1400 and the height will be less than 1050 (depending on the exact aspect ratio). The diagram below left illustrates this case.

Or, if your image has a narrower aspect ratio than 4x3, then you set the height to 1050 and the width will be less than 1050. The diagram below right illustrates this case. If you compose or crop in portrait (vertical) orientation, for example, you'll use this approach. As another example, if you have a square image, you should resize it to 1050 x 1050 pixels before proceeding.



Images which exceed either limit (1400 pixels width, 1050 pixels height) will be downsampled either manually by the EIC coordinator (at their own option) or automatically by PowerPoint during presentation. We don't know how well PowerPoint does this photo manipulation task, but it's almost certainly not as good as Photoshop or any other serious photo software. So for best results we suggest you do it yourself first before creating your JPEG file. And as mentioned previously, images that greatly exceed the pixel limits of

1400 x 1050 will force you to sacrifice image quality when you compress the JPEG to fit within the mandatory file size limit of 1.5 megabytes.

Images which are smaller than the limits will be enlarged to fill the screen (during the competition, by PowerPoint). Since the file contains less information than a full-size image, it may appear out of focus or lacking in detail and sharpness. Example: don't send in an image which has been cropped to a tiny 400 x 300 pixels, because it will look really bad on screen.

In summary, each submitted image should have either a **width of exactly 1400 pixels** (and height 1050 or below), **OR a height of exactly 1050 pixels** (and width 1400 or below), **OR both**.

Set the pixels per inch ("ppi") to 72 or 96. The exact value isn't critical and does not impact image quality. But extreme values such as 4000 ppi have been shown to cause software problems for PowerPoint.

**Submission Deadline.** Entries may be submitted up to one week ahead of the competition (see Arranging Early Submission below). All entries must be **received** no later than 7:30 pm on the Sunday preceding the Wednesday competition meeting to be eligible for the competition. This is necessary in order to allow time for preparation and image review. It is the sole responsibility of the competitor to deliver the images before this deadline.

All submitted images are accepted as final entries and cannot be withdrawn **or replaced** without prior approval from the EIC Coordinator. Do not resubmit your entries for any reason, unless the EIC coordinator approves this in advance. Be aware of [Competition Rule #5](#) (Number of Entries), and do not disqualify all of your entries (including any prints) by exceeding the submission limits.

**Arranging Early Submission.** Please do not submit images more than one week ahead of the competition unless you arrange this with the EIC Coordinator. If you are going to be away photographing on Mount Everest, we'll understand and you can arrange to submit early. Be aware that processing early submissions places an extra burden on the EIC Coordinator. If you submit early without arranging it with the EIC Coordinator, your entries could be lost (for example, if your images arrive during mailbox transition as we rotate the monthly EIC Coordinator role).

**Email Submission.** Submit your entries as email attachments sent to [EIC@nbccmd.org](mailto:EIC@nbccmd.org). For specific instructions on how to attach image files to an email message, refer to the user manual or help for your email software. In many email programs, there is a button with a paper clip icon; click the button and navigate to the prepared image files.

Each member must submit all of their entries at one time, either in a single email or in multiple emails sent in quick succession. These will be regarded as your completed submission, and a single receipt confirmation will be returned to you by the EIC Coordinator. **Any entries that arrive after a confirmation has already been sent may**



**be rejected.** Therefore, you must hold your entries until your entire set is complete and ready to submit at one time.

Receipt of email-attached images will be confirmed by return email after your images are verified. Allow reasonable time for images to be received and checked (we try to check them at least every day in the week before competition). Then if receipt is not confirmed, please consult with the EIC Coordinator to resolve any delivery problems. We strongly recommend starting your submissions early in case there are unexpected problems.

Be aware that email with large attachments can be delayed in transmission for days or may fail altogether. Do not re-send images without first consulting the EIC Coordinator.

**Non-compliant Submissions.** Images that do not comply with all rules and guidelines may be rejected without consultation or advance notice to the submitter. The Competition Committee will attempt to accommodate new competitors who are learning how to comply with the rules and guidelines. However, the Committee has a lot of work to do and cannot personally intervene to correct large numbers of problem submissions or chronic non-compliance.

**Image Preparation.** The article “How to Prepare Images for Electronic Presentation” is linked on the NBCC Web site (EIC page) at <http://www.nbccmd.org/EIC.htm>. **Such image preparation is optional** and there may be better ways to optimize your images. In theory, acceptable images can be submitted directly from most cell phones or from commercial photo kiosks. However, please note that even commercial photo processing shops or kiosks may be capable of image manipulations (retouching) that would limit an entry into the Unrestricted Novice EIC or Unrestricted Advanced EIC categories.