

# North Bethesda Camera Club – Electronic Image Competition

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## SUBMISSION GUIDELINES REVISED AUGUST 2008

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The following guidelines describe the specific requirements for submission of entries into Electronic Image Competition. 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 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. Don't try to contact last month's EIC Coordinator by email, as they may be away on travel and 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.

**File Size** is limited to 1 megabyte (1,048,576 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 megabyte, 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 should adhere exactly to the following convention: category/class (Novice, Advanced, or Altered), hyphen, Member Name, hyphen, Image Title, period, “jpg”. Examples:

Novice - John Doe - Kayaks at Dawn.jpg

Altered - Jane Doe - Backlit Roses in Window.jpg

Advanced - Jane Doe - Desert Landscape with Moon.jpg

The name and title “Jane Doe - Desert Landscape with Moon” will be displayed on-screen for winning images, so use full spelling of words and insert spaces for best readability. Limit filenames to 60 characters in length.

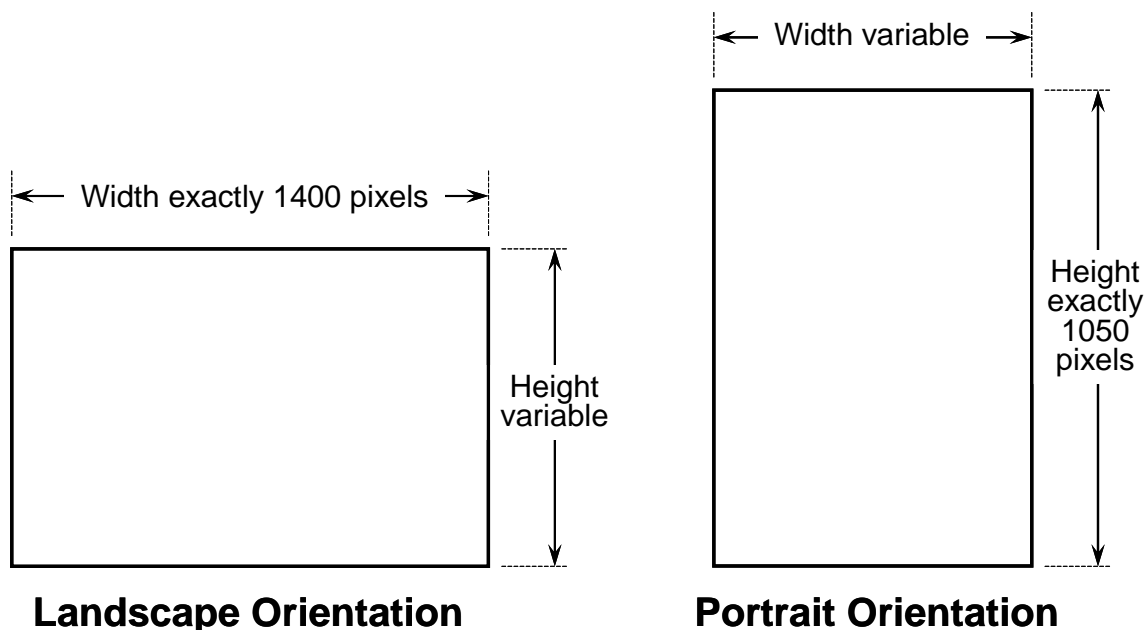
Do not abbreviate the member name, or vary spelling from the first month submission. Awards and points are credited by exact name as spelled in the filename, so please be consistent all year. E.g., don’t alternate between nickname and proper name.

Do not use the words “Novice,” “Advanced,” or “Altered” 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:

Altered - John Doe – Monastic Novices Study Advanced Scrolls.jpg

**Image Dimensions (also known as resolution).** Ideally, images should be resized to fit the native resolution of the digital projector (1400 wide and 1050 pixels high). If your image happens to have a 4x3 aspect ratio (as produced by many compact digital cameras), you can set dimensions to exactly 1400 x 1050 pixels when you resize your image.

Otherwise, you fit your image within this rectangle. A square image would have 1050 x 1050 pixel dimensions. If your image has a wider aspect ratio, such as 35mm landscape orientation, you set the width to 1400 and the height will be somewhat less than 1050 (depending on the exact aspect ratio). If your image has a portrait (vertical) orientation, set the height to 1050 and the width will be something below 1050.



Images which exceed either limit (1400 pixels width, 1050 pixels height) will be downsampled either in Photoshop or automatically by PowerPoint. For best results we encourage you to do it yourself before creating the JPEG file. If your image greatly exceeds the image dimensions limits, you will probably sacrifice image quality when you compress the JPEG to fit within the file size limit of 1 megabyte.

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 at 600 x 400 pixels.

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", also known as dots per inch, or "dpi") to a normal value such as 72 or 96 ppi. While this number doesn't affect the image quality in any way, some extreme values such as 4000 ppi have been shown to cause software problems for PowerPoint.

**Advance Submission** of entries is required in order to allow preparation before the competition meeting. To be eligible for the competition, images must be received no later than 7:30 pm on the Sunday preceding the Wednesday competition meeting. It is the sole responsibility of the competitor to deliver the images before this deadline.

Please do not submit images more than one week ahead of the competition unless absolutely necessary. If you are going to be away photographing on Mount Everest, we'll understand and you can submit early. Otherwise, early submission places an extra burden on the EIC Coordinator, and could result in lost entries if your images arrive during mailbox transition (as we rotate the monthly EIC Coordinator role). Early submissions may not be acknowledged until the week before the competition.

All submitted images are accepted as final entries and cannot be withdrawn or replaced. Be aware of [Competition Rule #5](#) (Number of Entries), and do not disqualify all of your entries by exceeding the submission limits.

**Web Submission.** This capability is discontinued. Email is the only method of submission.

**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 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. Then a single receipt confirmation for all entries can be sent to the member. Entries that arrive after a confirmation has already been sent



may be rejected. Therefore, please 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 restrict an entry to the Altered category. Read the [Competition Rules for NBCC](#) found in the membership booklet and on the Web site for more information.

