

Image File Preparation and Submission Guidelines

Entries must comply with the following guidelines as well as the Competition Rules (found on the same webpage).

How to Prepare the Competition Images for Submission

- File format: JPG
- Color space: sRGB
- File dimension limits: width = 1920 pixels or less, height = 1200 pixels or less.
- File size: no limit
 - Note: Typical file size will be 1 to 3 megabytes. If your image file size exceeds 3MB, re-check that the image meets the file format and dimension limits.
- File name
 - 70 characters or less, and adhere to the following convention
 - Level-Your Name-Title of Image.jpg (no space before or after hyphens)

Novice-Your Name-Title of Image.jpg

Intermediate-Your Name-Title of Image.jpg

Advanced-Your Name-Title of Image.jpg

- Use only the two hyphens in the entire file name.
 - If you normally hyphenate your name, please remove the hyphen for purposes of submitted filenames. Example: Jane Smith-Corona would use Jane SmithCorona.
- Keep the same spelling of your name throughout your competition years; notify the Competition Coordinator if your name actually changes.

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How to Submit the Competition Images

- Submission timeframe: Images are accepted beginning Wednesday of the week before the competition through 7:30 pm on the Sunday before the competition. If you need to submit early due to travel, please contact the Competition Coordinator who is listed on the website.
- Send images to the email address for the category of your image:
 - Electronic Competition
nbccmdEcomp@gmail.com
 - Print Competition:
nbccmdPcomp@gmail.com
- Send all entries for a given competition category at the same time, in a single email, and only once.
 - Receipt will be confirmed by an AUTOREPLY email from the server, **The competitor is responsible for timely follow-up if this server autoreply email is not received.**
 - Actual acceptance (or rejection if issues related to the preparation guidelines in this document) will be provided via a personal email SENT BY THE COORDINATOR. **Until you have received this second (personal) email, your submission is not completed.**

Refer to the Competition Rules and Guidelines website page for:

- Competition Coordinator for each month
- Frequently Asked Questions
- Competition Rules