

# Image File Preparation and Submission Guidelines

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Entries must comply with the following guidelines as well as the [Competition Rules for NBCC](#).

## How to Prepare the Image 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

Showcase-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 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 and Members Showcase:  
[nbccmdEcomp@gmail.com](mailto:nbccmdEcomp@gmail.com)
  - Print Competition:  
[nbccmdPcomp@gmail.com](mailto: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 main competition page for:

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