

# 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

- Export file in JPG format
- sRGB color space recommended
- Dimensions: width = 1920 pixels or less, height = 1200 pixels or less.
- File size: no limit
  - Typical file size will be 1 to 3 megabytes. If your image file size exceeds 3MB, re-check that the image meets the mandatory dimensional limits: 1920 pixels (width) and 1200 pixels (height).
- 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.

## How to Submit the Images

Submissions are accepted beginning Wednesday of the week before the competition. If you need to submit early due to travel, please contact the Competition Coordinator who is listed on the website.

Deadline: entries must be received by 7:30pm on the Sunday before the competition.

- Send images to:
  - Electronic Competition and Members Showcase: [nbccmdecomp@gmail.com](mailto:nbccmdecomp@gmail.com)
  - Print Competition: [nbccmdpcomp@gmail.com](mailto:nbccmdpcomp@gmail.com)



Send all entries at the same time, in a single email, and only once. All entries are final. Receipt will be confirmed by reply email from the Coordinator, usually within 24 hours. The competitor is responsible for timely follow-up if no confirmation email is received.

Refer to the main competition page for:

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

