



Photo Review Submission Guidelines

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Purpose

There are two main purposes for the RPS Photo Review:

Education: A judge who is a professional in the photographic field critiques your images. You hear feedback about the images of other members, which can both help and inspire your own photography.

Competition: You can see how your images rate with a particular judge, and how they fare against other images in the category. Also, points may be accumulated toward Photographer of the Year awards.

General Rules

- Members may enter one photo in one category per Photo Review.
- Only current members may submit images for Photo Review. All images, and all parts of composite images, must be from photographs made by the photographer submitting the image.
- For non-vintage months, images must have been captured in the twelve months preceding the current Photo Review month plus the days in the current Photo Review month up through the submission deadline. Example If Photo Review is 07/20/2013, images must have been captured 07/01/2012 through 07/20/2013.
- For vintage months, images must have been captured in the lifetime of the member.
- Images submitted or received after the deadline will not be accepted.
- An image that was not awarded points in its first Photo Review may be resubmitted in one future Photo Review.
- Members must be present to participate in Photo Review and to receive points. Absentee entries are not permitted. (We understand that images are submitted in advance and that plans can change. If you are unable to attend, your image will likely be reviewed, but no awards or points will be given.)
- By submitting images, you are authorizing RPS to use the image for purposes of promoting RPS. The photographer retains all copyrights and control of the image.
- These guidelines occasionally change. Please check the RPS website at www.roswellphotosociety.org for current rules. Notice of major changes will be announced in advance at a meeting, in an e-mail, on the website or any combination thereof.

Categories

Digital: Images presented through a computer with a digital projector. Images may be color, B&W, monochrome and/or composite. They may be digital captures, film, slide or digital scans of photographs or slides.

Print: Images presented as a physical print. Images may be color, B&W, monochrome and/or composite. They may be digital captures, film, slide or digital scans of photographs or slides. Prints may be produced by the photographer or by a lab.

Steps for Submitting Images for Photo Review

Digital Images

Prior to meeting

- Prepare the image file according to the file type, size and resolution as outlined in the Preparing Your Digital Images section of this document.
- The file must be named with the following format:
 - TitleWithNoSpaces_FirstnameLastname.jpg
 - Example: SunriseAtNightfall_ImaPhotographer.jpg
- Submit your image online at RoswellPhotoSociety.org/Membership via that month's photo review article i.e., "July Photo Review Submissions"
 - Enter your first name, last name and email address.
 - Select the category for your entry (*i.e. Digital*)
 - Browse for your image file, complete the Captcha and select Upload.
- Upon successful submission, you will be presented with a confirmation of successful submission in the browser window and a confirmation email to the email address you provided.
- Images must be received no later than Noon on the Sunday before the review.

At meeting (before 7 PM)

- Initial next to your name/image name on the digital submission sign-in sheet

Printed Images

Preparation of Digital File

- Prepare the image file according to the file type, size and resolution as outlined in the Preparing Your Digital Images section of this document.
- The file must be named with the following format:
 - TitleWithNoSpaces_FirstnameLastname.jpg
 - Example: SunriseAtNightfall_ImaPhotographer.jpg
- Submit your image online at RoswellPhotoSociety.org/Membership via that month's photo review article i.e., "July Photo Review Submissions"
 - Enter your first name, last name and email address.
 - Select the category for your entry (*i.e. Digital File for Print or Digital File for Print without a digital capture*).

- Browse for your image file, complete the Captcha and select Upload. (*This step is not required if you do not have a digital capture.*)
- Upon successful submission, you will be presented with a confirmation of successful submission in the browser window and a confirmation email to the email address you provided.
- Images must be received no later than Noon on the Sunday before the review.

Prior to meeting

- Prints can be presented with or without a mat. Framed images are not allowed.
- Prints must be adhered to a mat or a sturdy mounting board that allows the print to stand on an easel without bending.
- White, black, or neutral mats are encouraged. Tape or clips should not be visible.
- The smallest acceptable size (without a mat), is 36" in total of all four sides (i.e., 8" x 10", 9" x 9" square, 14" x 4" panorama, etc.)
- The largest acceptable size (with a mat), is 84" in total of all four sides (i.e., 18" x 24", 21" x 21" square, 36" x 6" panorama, etc.)
- The back of the image must contain:
 - artist's name
 - image title
 - month/year image was captured
 - viewing orientation

At meeting (before 7 PM)

- Initial next to your name/image name on the print submission sign-in sheet.
- Place your image on the table(s) near the front of the room.

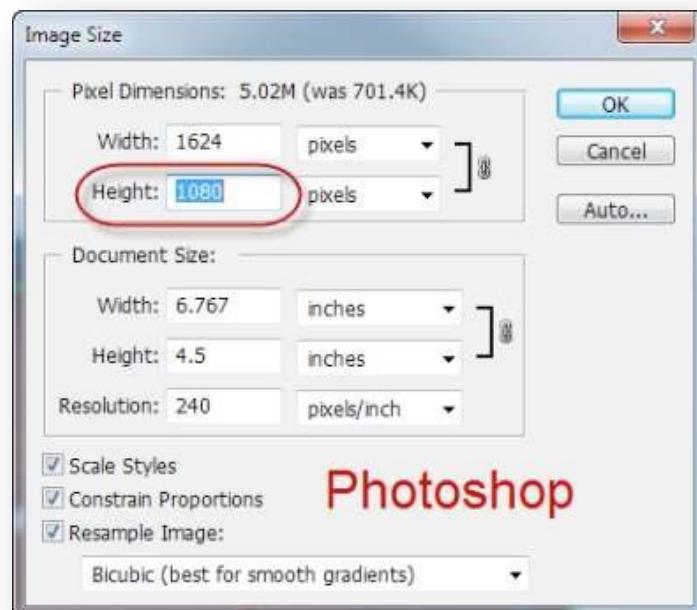
Preparing Your Digital Images for Best Display

The current projector is a high-definition model with an aspect ratio of 1.77:1, or 1920 pixels horizontal by 1080 pixels vertical. Crop your image as you wish to see it projected, then follow the instructions below to see if you need to resize it for the projector. Unless your image is exactly a 1.77:1 aspect ratio, your image will wind up displaying with black borders (either on the sides or at top and bottom, depending on the orientation of your image), but by following the instructions it will be projected at the maximum size possible.

The projector is an sRGB device, so for best color presentation please convert your image profile to sRGB before saving. In Photoshop, choose Edit/Convert to Profile and select sRGB from the drop-down menu. In Elements, choose Image/Convert Color Profile and then select “Convert to sRGB Profile.” In Lightroom, select File/Export and select JPEG as the format and sRGB as the color space. In any system, be sure to save the image in JPEG (.jpg) format with at least a medium-quality setting.

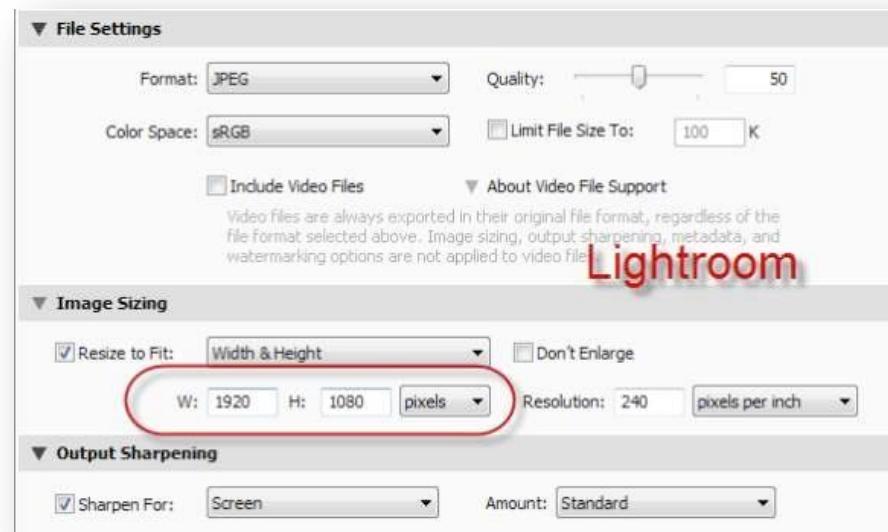
Sizing your image for projection in Photoshop or Photoshop Elements

In Photoshop or Elements, use the menu for Image/Resize. If the width is greater than 1920 pixels OR the height is greater than 1080 pixels, you DO NOT need to resize the image; it will automatically be scaled to fit when projected. To scale up a smaller image, set the height to 1080 and allow the width to size automatically. Click OK to exit the dialog box.



Sizing your image for projection in Lightroom:

In Lightroom, set the Export Image Sizing to 1920 (width) x1080 (height). These are constraints, so Lightroom will automatically size the image without cropping to fit in these dimensions.



Judging, Points and Annual Awards

All entries will be critiqued by the Judge, who will then award places based on the number of entries per category. The places awarded will be:

- 5 entries = First Place Only
- 6 to 9 entries = First and Second Places
- 10 to 13 entries = First, Second, and Third Places
- 14+ entries = First, Second, Third, and Fourth Places

Honorable Mentions may be awarded in any number at the discretion of the Judge.

Points will be maintained for a calendar year and will be awarded for each Photo Review, in each category as follows:

- First = 20
 - Second = 15
 - Third = 10
 - Fourth = 6
 - Honorable Mention = 1
- There will be no ties in points, except for Honorable Mentions.
- All decisions by the judge are final.

At the end of the year, the members with the most points in each category will be named Photographer of the Year for that category (i.e., Digital Photographer of the Year and Print Photographer of the Year).

The member with the most overall points across all categories will be named Photographer of the Year.

If more than one member has the same number of highest overall points, the tie will be broken by awarding the title to the member with the greater number of First Place images that year. In the event that a tie still remains, the tiebreaker will continue in the same manner through Seconds, Thirds, Fourths and Honorable Mentions until the tie is broken. If a tie remains through all of the winning levels, co-winners will be awarded.

Recognition of Monthly Award Winners

Award Wall at ARC

First Place Winners should frame their work in a 16" x 20" black frame for hanging in the RPS Gallery at the Adult Recreation Center (ARC). Mats should be white, black or neutral, and a minimum of 2 to 2½ inches each side.

Website Gallery

A gallery on the RPS website will be created for each photo review month. All award winners (First through Honorable Mention) are invited to have their image displayed in the gallery.

- Digital files submitted for photo review will be passed off to the webteam for inclusion in the gallery.
- For prints without digital copies submitted, e-mail images to webmaster@roswellphotosociety.org. Include the image title, category, month, and the name of the photographer in your e-mail. Images for the gallery should be submitted using the same dimensions for digital projection as outlined in this document.

Newsletter

A newsletter promoting the most recent monthly photo review awards will be distributed to the RPS e-mail list.