



FEDERATION OF CANADIAN ARTISTS

JURIED SHOWS DIGITAL IMAGE SUBMISSION GUIDELINES

Revised August 2008

The following guidelines provide specifications for the submission of digital images for regular juried shows and other circumstances for which the Federation may request submissions.

Purpose

The guidelines are intended for images produced by digital cameras; however they are also applicable for scanned images. For juried shows, only the image(s) may be submitted electronically to the Federation. The paper juried show entry form, jury fee payment, and self-addressed stamped envelope still need to be sent by surface mail or hand delivered to the Federation.

Recommendation: Paperwork First; Image Second

Mailing or delivering the completed entry form, return envelope and payment PRIOR to submitting the emailed digital image allows the Gallery Manager to match the paperwork and image much easier. Submitting the entry paperwork before the image also gives the Gallery Manager time to inform the submitter if the image hasn't arrived or is missed named. Please submit entry in sufficient time prior to the deadline to allow for problem resolution.

Steps for Submitting Digital Images

Part 1- Prepare Image and Complete Paperwork

1. Acquire The image can be acquired either from a digital camera or scanned image using a high quality setting (if available). The image must be a true copy of the original art work in values, intensity and colour. If required, use photo editing software to adjust the colours and values to closer match the original artwork.
2. Convert Save the image in the JPEG (.jpg) file format only. Non JPG files will NOT be converted at the Gallery.
3. Name File Name file as follows: last name, first name or initial, title of work, size, and medium. Example - Smith, R, Fresh Flowers, 10x20, Acrylic.jpg
4. Crop As per slide transparencies, images must be cropped so that only the picture is visible. Images should not contain anything except the picture area. Images should not have frames, mats, easels, steps, etc., showing. Images should not be off square; over or under-exposed; or have excessive glare from sun or flash. Use a photo or image editing program (see chart below for suggestions) to remove unwanted parts. Poor quality images will be returned without being considered by the jury
5. Complete On the paper show entry form check the "Digital Image Submitted" box (if available). If the box is NOT on the form, under the "FCA PAINTING LABEL" write "Digital Image".

Enclose:

- A) Completed jury submission form;
- B) A stamped self-addressed return envelope;
- C) Fee payment,

Insert into a delivery envelope.

6. Submit: Please submit the paperwork FIRST, ahead of the image submission. Getting the paperwork in advance of the image allows the Gallery Manager to match the emailed image easier and would assist her in identifying any missing emails prior to the deadline.

Deliver the submission paperwork by surface mail or hand delivery to the: Federation Gallery, 1241 Cartwright Street, Vancouver, BC V6H 4B7.

Part 2 – Email Digital JPEG Image

1. Attach: When you think the entry form has arrived at the Gallery, attach the digital image file to an email addressed to the Gallery Manager at fcagallery@artists.ca. Do not send diskettes or CD's containing images. Digital images are to be emailed only.

2. Subject: In the "Subject" line of the email put the title of the show you are entering.
Example: Still Life Show Submission

3. Check: Make sure the file is really attached (for Internet Explorer users it is in a line below the Subject line marked "Attach").

Make sure the subject line is filled out.

4. Send: Send the email to the Gallery Manager at fcagallery@artists.ca.

NOTE: There is no confirmation from the Gallery of received images. Submitters are recommended to use the automatic delivery notification option available with their email program.

CAUTION

Please ensure your out going file is scanned by an up-to-date virus checker program. Incoming files with detected viruses are automatically deleted by the Federation's virus checker. Therefore, if your email was infected and deleted, the Gallery Manager will not know that you had submitted an image file. The Federation assumes no responsibility or liability for undelivered or deleted files and emails.

Photo/Image Editing Programs

The programs listed below are just some programs illustrative of photo editing software available at different price points and do not cover all the programs that are available. The Federation of Canadian Artists does not endorse, nor recommend, nor warrant any of these programs or that they are suitable for the purposes described. Users are suggested to thoroughly investigate the programs and their capabilities before buying. Computer hardware upgrades may be necessary to run these programs. Prices and/or products are subject to change.

All of these products to lesser and greater degrees provide tools for graphic format conversion, image cropping, changing colour intensity, sharpening effects and printing. Generally, the more expensive the product, the more manipulating that can be done to the image.

Website: <http://www.irfanview.com/> - Freeware

ARCISOFT PhotoStudio

Website: <http://www.arcsoft.com/en/products/photostudio/>

Paint Shop Pro

Website: <http://www.jasc.com/products/paintshoppro>

Adobe Photoshop Elements

Website: <http://www.adobe.com/products/photoshopelwin/main.html>

Adobe Photoshop

Website: <http://www.adobe.com/products/photoshop/main.html>