TONBRIDGE CAMERA CLUB – COMPETITION RULES

SECTION 1: GENERAL RULES

1. Competitions are only open to honorary and paid-up members of the club (with the exception of the Club Outing competitions which are open to everyone who went on the Outing).

2. All images submitted for competitions must have been taken by the entrant on film or with a digital camera i.e. they must originate from a photographic process and not from computer-generated graphics. Digital manipulation is accepted unless otherwise stated but any such manipulation must have been done by the entrant. Images produced from materials copyrighted by persons other than the entrant (e.g. the work of other photographers) are unacceptable: entrants must be able to claim the copyright for any image submitted.

3. The final image must be a print, a digital file for projection (Projected Digital Image) or a slide. Projected Digital Images from this point onwards are referred to as PDIs.

4. Separate competitions are held for each image medium (prints, PDIs and slides). There is a Competition Secretary for each medium.

5. Images may be colour or monochrome.

6. Except as specified below, images, or "near duplicates" of images accepted for Tonbridge Camera Club competitions cannot be reused. For example:
    - Any image submitted in a particular medium in one competition may not subsequently be submitted into a different competition in a different medium e.g. an image entered in one competition as a print may not then be entered into another competition as a PDI.
    - Digitally manipulated versions (including colour to monochrome) of previously entered images are not allowed.
    - An image which is so similar to one previously submitted by the same member as to be almost indistinguishable from it may not be allowed.
    - In the interests of healthy competition, entrants should aim to follow the spirit of the rules and not submit similar images as different entries.
    - Please talk to the relevant Competition Secretary before the competition if you're unsure about the suitability of an image.

7. Any competition which in a given year attracts entries from three people or fewer will not be run in that season.

8. Images submitted for internal competitions will be deemed to be available for use on the club website and/or external competitions and/or the Annual Reports and/or internal AVs unless otherwise stated in writing/by email to the relevant Competition Secretary. Any such restriction should be notified at the time that the image is first entered for an internal competition.

9. With the exception of the Print Panel and Small Print Competitions, all entries MUST be handed in or submitted to the relevant Competition Secretary at least two weeks before the date of the competition. Entries for the Print Panel and Small Print competitions will be accepted on the relevant competition night no later than 7.30pm.

10. On competition evenings, each entry is shown in turn, and the title is read out. The judge then makes his/her comments. A mark out of 20 is awarded and then the photographer's name is announced. For certain competitions, judges will additionally be asked to select first, second and third place entries.

11. Whilst every care will be taken, the club will accept no responsibility for loss or damage to material(s) entered for competitions.

12. To ensure smooth running, the Committee reserves the right to make minor changes to these rules at any time, but will ensure that the membership is advised.

13. Any image which does not conform to competition rules will be liable to disqualification.

14. Trophy winners are responsible for returning their *cleaned* trophies promptly when requested.

15. The Committee's decision will be final regarding all matters relating to the interpretation of these rules.

16. Entrants are deemed to have read and accepted the rules and conditions in this document.

SECTION 2: THE COMPETITIONS

The following competitions are held each season:

a) A five-round   'Open Subject' competition. **P D S** **see Section 5**
b) A single-round 'Portrait' competition. **P D S** **see Section 6.1**
c) A single-round 'Nature' competition. **P D S** **see Section 6.2**
d) A single-round 'Record' competition. **P D S** **see Section 6.3**
e) A single-round 'Panel of Prints' competition. **P** **see Section 6.4**
f) A single-round 'PDI Sequence' competition. **D** **see Section 6.5**
g) A single-round 'Slide Sequence' competition. **S** **see Section 6.6**
h) A single-round 'Club Outing' competition. **P D S** **see Section 6.7**
i) A single-round 'Small Print' competition. **P** **see Section 6.8**
j) A single-round 'Print of the Year' competition. **P** **see Section 6.9**
k) A single-round 'PDI of the Year' competition. **D** **see Section 6.10**

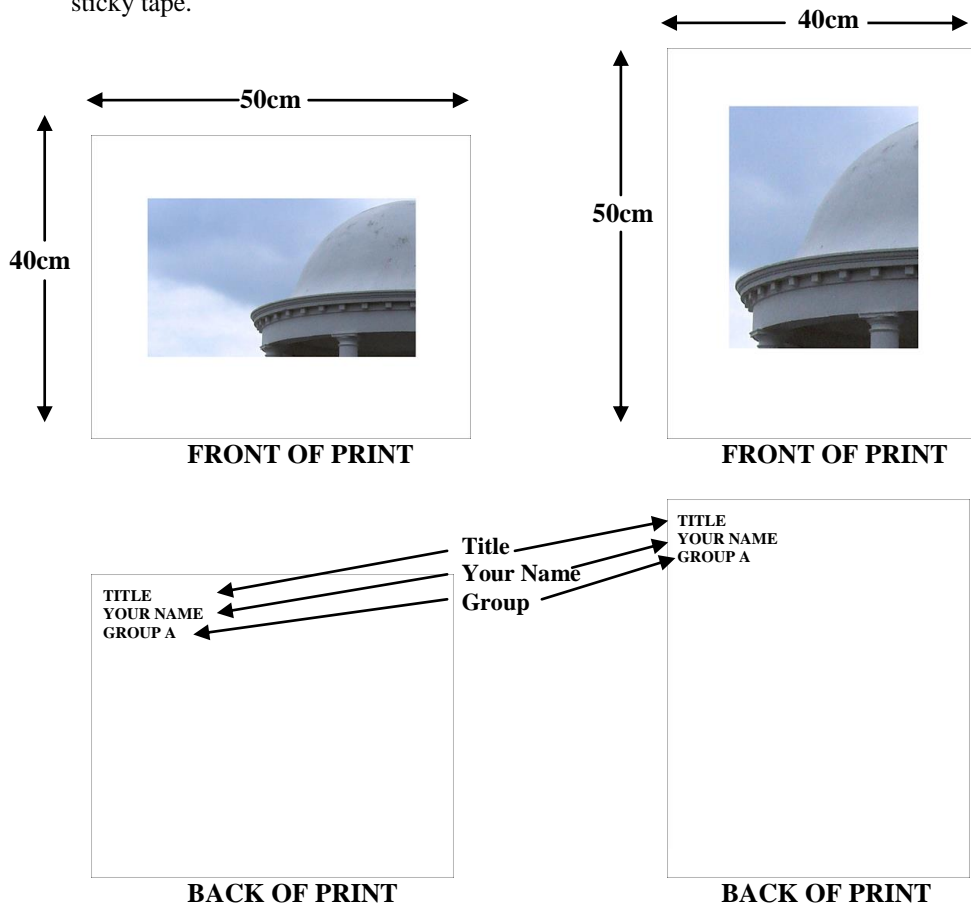|	
P	= Print
D	= PDI
S	= Slide

Notes:
1. Further details and the full rules for all competitions can be found below.
2. Every effort will be made to hold every competition listed each season.
3. Trophies for these competitions (except the 'Club Outing' competition) are awarded annually and held for one year.
4. There is an award for the 'Photographer of the Year'. See Section 6.11 for details. **P D**
5. Awards are made at the 'Annual Exhibition'. See Section 7 for details. **P D S**
6. Competitions organized and administered by the Special Interest subgroups are open to all members.

SECTION 3: IMAGE MEDIA RULES

3.1   Rules for Print images   **P**

1. Prints must be produced under the total control or direction of the photographer. It is acceptable to have images commercially printed and to use commercial mounts and to have the print commercially mounted.
2. Each print, whether for use in competitions or the exhibition, must be mounted and the mount size must be EITHER 50cm wide x 40cm high OR 40cm wide x 50cm high. Note: the only exceptions to this rule are that smaller mounts may be used for the Print Panel and Small Print Competitions.
3. The print itself may be of any size that fits within the mount.
4. On the back of each print in the TOP LEFT-HAND CORNER as shown below, type or print in block capitals (i) the title, (ii) your name (print numbers are no longer used) and (iii) the group (A or B).
5. Make sure that your entries will not cause damage to other entries e.g. don't use Velcro type strips on mounts, or leave exposed sticky tape.

←——— **50cm** ———→

40cm

FRONT OF PRINT

←——— **40cm** ——→

50cm

FRONT OF PRINT

TITLE
YOUR NAME
GROUP A

Title
Your Name
Group

TITLE
YOUR NAME
GROUP A

TITLE
YOUR NAME
GROUP A

BACK OF PRINT

BACK OF PRINT

Notes:

1. Text may be either typed or handwritten in **BLOCK CAPITALS**. This is of particular importance where Latin names are used.

2. If a print mount is being used for a second time, please remove the previous information.

IMPORTANT NOTE: Print numbers are no longer used.

3.2   Rules for PDIs   **D**

1. Images may be captured by digital camera or by digital scanning (by the photographer or commercially) of slides, negatives or prints. Manipulated or composites of multiple images are allowed but all work must be the unaided work of the photographer.
2. Image files must comply with the PDI Guidelines in Appendix 1 on pages 8 – 10.
    Please note: there are very significant changes, additions and clarifications to the PDI Guidelines and it is ESSENTIAL that everyone reads every part of it.
3. Entries must be submitted by email only. Your name, group (A or B) and contact telephone number must be included in the email submission to tccpdisec@gmail.com.
4. Entries must be ATTACHED to the email and **NOT** embedded in the body of it.
5. On the first occasion that you submit an incorrectly prepared image, you will be advised accordingly by the PDI Secretary and asked to resubmit it. If you submit further incorrectly prepared images, they may be disqualified. Incorrectly prepared images cause a huge amount of additional work for the PDI Secretary.
6. If you do not receive an acknowledgement of your entry within three days, it will mean it hasn't been received. You should contact Ann Paine immediately at her personal email address ann.paine.c@gmail.com or by phone on 01580 879316 to resolve the situation.

3.3   Rules for Slide images   **S**

1. Slides (transparencies) must be your unaided work, processing excluded. All slides submitted to TCC Competitions and to the Annual Exhibition must be first-generation i.e. not computer manipulated or a digital image converted to a slide.
2. Slides must be submitted in either glass or glassless 2" x 2" mounts. The slide mount should show the title and your name and also be 'spotted' as shown below i.e. the spot must be placed in the bottom left corner of the slide as it is viewed normally (i.e. the right way up and the right way round) in the hand.
3. Slides which are incorrectly mounted or labelled or which are likely to damage or jam the projector will be disallowed.
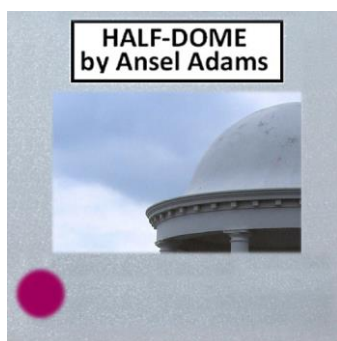
Note: Writing may be typed or handwritten. If handwritten, please PRINT to make it legible.

Printed text is preferred but if you do you use labels, please ensure they are firmly stuck down to avoid jamming the projector.

SECTION 4: OPEN SUBJECT COMPETITION GROUPS   **P D S**

1   A two-group system is operated for Prints and PDIs. Slide Competitions run as one group.
2   For Prints and PDIs:
    *   Group B consists of beginners or those who choose to be there as described below.
    *   Group A consists of everyone else (at the time of writing, all competitors are in Group A)
3   Members who have not previously competed are normally allocated to Group B for Prints and PDIs. However, if the standard of their work is high enough (as decided by the relevant Competition Secretaries) they will be placed in Group A unless they'd prefer to remain in Group B. Members who have a photographic distinction will automatically be placed in Group A.
4   Members will be ranked in each group in order of the aggregate score of the best SIX of up to ten marks gained in at least four of the Open Subject Competition rounds, with marks from the seventh highest entry being considered in the event of a tie. If there is still a tie, the eighth highest mark will be taken into account; and so on, until no ties remain and an outright winner(s) emerges. Trophies and certificates are awarded as described in Section 5 below.
5   Promotion from Class B would be achieved if a member obtained a minimum of 102 marks from his/her best six entries from at least four rounds in the overall competition or at the discretion of the relevant Competition Secretary.
    Members could remain in Group B if so desired, even after qualifying for promotion. However, they would not subsequently be eligible for any Group B trophies in future seasons.
    There is no demotion from Class A to Class B unless requested by the individual member but she/he would not then be eligible for Class B trophies.

SECTION 5: OPEN SUBJECT COMPETITIONS   **P D S**

1   A competition, consisting of five rounds, is held for each image medium.
2   Except for Slide competitions, members compete in groups as described in Section 4 above.
3   In all competitions, rankings will be based on Section 4.4 above.
4   Members may enter up to two images (either monochrome or colour) per medium in each round.
5   Each image is marked out of 20.
6   Trophy winners in each group, for each medium, are determined as described above.

Open Subject Print Competition Awards

The following trophies and certificates are normally awarded:
- The Tonbridge Camera Club Cup to the highest scoring member in Group B (as defined in 4.4 above). This is only awarded once to any individual.
- The Founder's Cup to the highest scoring member in Group A (as defined in 4.4 above).
- A trophy for the best new member in Group A (only available for members in their first year of entry).
- A trophy for the most improved member in Group A (not available for members in their first year of entry and only awarded once to any individual).
- A certificate for the member with the highest aggregate score in each group.

See also "Photographer of the Year Award".

Open Subject PDI Competition Awards

The following trophies and certificates are normally awarded:
- The Brook Trophy to the highest scoring member in Group B (as defined in 4.4 above). This is only awarded once to any individual.
- The Newman Trophy to the highest scoring member in Group A (as defined in 4.4 above).
- A trophy for the best new member in Group A (only available for members in their first year of entry).
- A trophy for the most improved member in Group A (not available for members in their first year of entry and only awarded once to any individual).
- A certificate for the member with the highest aggregate score in each group.

See also "Photographer of the Year Award".

Open Subject Slide Competition Award

The following trophy is awarded:
- The Gifford Boyd Cup to the highest scoring member as outlined in 4.4.

SECTION 6: OTHER COMPETITIONS

IMPORTANT NOTE: Except for 6.11 (Photographer of the Year) which is only open to members of Group A, there are no groups for any of the competitions described in section 6 and members compete on an equal basis.

6.1 – 6.3: PORTRAIT, NATURE and RECORD COMPETITIONS – General points:
1   For each of the Portrait, Nature and Record competitions, there are individual competitions for Prints, PDIs and Slides.
2   Members may enter up to three images (either monochrome or colour) for each medium.
3   A trophy, to be held for one year, will be awarded to the member achieving the highest aggregate score in each of the competitions. In the event of a tie, the trophy will be shared.
4   Images already used in the Open Subject Competitions may not be entered in these competitions. However, individual entries from these competitions may afterwards be entered in Open Subject Competitions and the Annual Exhibition.

6.1   PORTRAIT COMPETITIONS   P D S

Definition

The definition of a portrait is a picture whose main content is the human form.

There are no restrictions in the techniques that entrants may use.

6.2   NATURE COMPETITIONS   P D S

Definitions

Nature photography is restricted to the use of the photographic process to depict all branches of natural history, except anthropology and archaeology, in such a fashion that a well-informed person will be able to identify the subject material and certify its honest presentation.

The story telling value of a photograph must be weighed more than the pictorial quality while maintaining high technical quality.

Human elements shall not be present, except where those human elements are an integral part of the nature story such as nature subjects, like barn owls or foxes, adapted to an environment modified by humans, or where those human elements are in situations depicting natural forces, like hurricanes or tidal waves.

Scientific bands, scientific tags or radio collars on wild animals are permissible. Photographs of human created hybrid plants, cultivated plants, feral animals, domestic animals, or mounted specimens are ineligible, as is any form of manipulation that alters the truth of the photographic statement.

Techniques that enhance the presentation of the photograph without changing the nature story or the pictorial content, or without altering the content of the original scene are permitted, including, exposure adjustment, colour correction, noise minimisation, dodging/burning, HDR, focus stacking and sharpening. Techniques that remove elements added by the camera, such as dust spots, digital noise, and film scratches, are allowed. Stitched images are not permitted. Cloning of image defects and minor distractions, including overlapping elements, are permitted when these do not distort the truth of the photographic statement. All allowed adjustments must appear natural. Colour images can be converted to greyscale monochrome. Infrared images, either direct-captures or derivations, are not allowed.

Images entered as Nature can have landscapes, geologic formations, weather phenomena, and extant (living) organisms as the primary subject matter. This includes images taken with the subjects in controlled conditions, such as zoos, game farms, botanical gardens, aquariums and any enclosure where the subjects are totally dependent on man for food. Nature photography is not limited to animals, birds and insects. Marine subjects and botanical subjects (including fungi and algae) are suitable Nature subjects, as are carcasses of extant species. The use of binomial Latin names of subjects is not mandatory but appreciated by judges.

Note: This definition is based on the standard definition for Nature photography adopted by the International, National and Regional photographic governing bodies and the wider photographic community e.g. FIAP/PSA/RPS/PAGB/KCPA.

## 6.3   RECORD COMPETITIONS   P D S

Definitions

Entries for these competitions may include all forms of architecture, archaeology, anthropology, historical artefacts, other man-made objects (both artistic and utilitarian) and any artificially produced hybrid plants or animals and mounted specimens.

Although there are no restrictions in the techniques that entrants may use, the emphasis should be on accurately conveying information about the structure, function and/or appearance of the subject.

It is usual (but not compulsory) for entrants to provide additional written information about each of their entries in this competition which is read out as the image is shown. Individual file names must be kept as short as possible.

6.4   PANEL OF PRINTS COMPETITION   P

1.   This is for a panel of prints exhibiting a unifying theme, the interpretation of which is left to the discretion of the entrant.
2.   Each member may enter only one panel which must be brought in on the night of the competition.
3.   Panels may consist of up to six mounts. More than one print may be included in each mount. The whole panel must be able to be displayed in two or three rows on the club's display stand.
4.   The rules in section 3.1 above for Print images apply although mounts can be any size up to and including 50cm x 40cm.
5.   The photographer's name plus the title as described in Section 3.1 above should be on the back of each print. Additionally, the number of the print must be written in the centre top of the print and a "Display Plan" (as in the diagram opposite) must be handed to the Print Secretary on the night of the competition.
6.   You may provide a short description of the panels and/or of individual prints. These would be read out by the Announcer at the appropriate points.
7.   Marks out of 20 will be awarded. In the event of a tie, the member whose panel is judged the best will receive the Norman Denman Cup, to be held for one year.
8.   Images previously entered in TCC competitions are ineligible. However, individual prints from the panel may afterwards be entered in open competition and the Annual Exhibition.
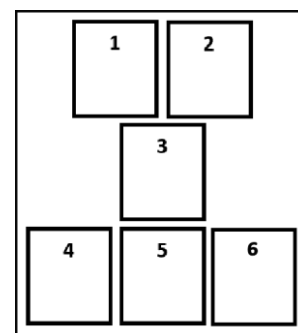
6.5   PDI SEQUENCE COMPETITION   **D**

1   This is for a single PDI sequence (one sequence per member) containing up to six images which displays a coherent theme (e.g. with a story-telling aspect) with the images to be projected one after the other.
2   Each image should be resized as described in Appendix 1
3   There must be an overall title for the sequence and (if desired) individual titles for each image.
4   You may provide a short description for the sequence and/or short descriptions for each individual image. These will be read out by the Announcer at the appropriate time.
5   • Filenames should be written thus: 2 RAGE by George Cross i.e. the title is preceded by a number and a space.
      • A linear montage, produced by the competition organisers, will be shown at the competition to act solely as an "aide-memoire" for the judge. As this will be numbered "1" in the sequence and followed by the overall sequence title, your first image should be preceded by the number 2; your second image should be preceded by the number "3" and so on.
      • The rest of the file-name should comply with the PDI Guidelines in Appendix 1.
      • Entrants should advise the PDI Competition Secretary of the overall title for the sequence and any additional information for the sequence and/or each image which will be read out while the individual images are shown.

To summarise with an example for a sequence whose overall title is "EMOTION" and composed of four individual images:
1 EMOTION by George Cross   (a linear montage prepared by the organisers with the sequence title)
2 RAGE by George Cross   (your first image)
3 CALM by George Cross   (your second image)
4 PEACE by George Cross   (your third image)
5 HOPE by George Cross   (your fourth image)

6   Images previously entered in TCC competitions are ineligible. However, individual images from the sequence may afterwards be entered in open competitions and the Annual Exhibition.
7   Marks out of 20 will be awarded. In the event of a tie, the member whose sequence is judged the best will receive a trophy, to be held for one year.
8   It would be preferred if people could submit entries THREE weeks before the date of competition in order to enable the linear montage of images to be prepared but entries will be accepted up to two weeks before the competition.

6.6   SLIDE SEQUENCE COMPETITION   **S**

1.   This is for a single slide sequence of up to six images displaying a coherent theme (e.g. with a story-telling aspect) to be projected one after the other. The sequence should be titled – as may individual slides – and, if desired, be accompanied by short descriptions which will be read out by the Announcer at the appropriate time.
2.   Each mount should show the member's name and indicate the position of the slide in the sequence.
3.   Each member may enter only one sequence.
4.   Rules in Section 3.3 for Slide images apply.
5.   Images previously entered in TCC competitions are ineligible. However, individual slides from the sequence may afterwards be entered in open competitions and the Annual Exhibition.
6.   Marks out of 20 will be awarded. In the event of a tie, the member whose sequence is judged the best will receive the Creative Slide Trophy, to be held for one year.

6.7   CLUB ANNUAL OUTING COMPETITIONS   **P** **D** **S**

For these competitions, anyone (including non-members) who went on the most recent Club Outing may submit up to three images for each medium (prints and/or PDIs and/or slides) taken on the day. In each medium, marks out of 20 will be awarded. Two certificates will be awarded for each medium:
    • "Best Image" as chosen by the judge.
    • Highest Aggregate Score
Judging will be based on the overall quality of the image with no extra credit being given for images which are obviously of the location. Images may afterwards be entered in open competitions and the Annual Exhibition.

6.8   SMALL PRINT COMPETITION   **P**

1.   This is an open subject competition for prints with a maximum dimension of 15cm on the longest side.
2.   A maximum of two prints per entrant are allowed.
3.   The rules in section 3.1 above for Print images apply although mounts can be any size up to and including 50cm x 40cm.
4.   The winning entry will be displayed in the exhibition (if the competition takes place before the exhibition) but is subject to exhibition display rules e.g. the mount must be 50cm x 40cm or 40cm x 50cm and framed.
5.   Images previously entered in any TCC competition are ineligible.
6.   Entries from this competition may afterwards be entered in open competitions and/or the Annual Exhibition (but in each case in the standard sized mount).
7.   Marks out of 20 will be awarded. In the event of a tie, the member whose print is judged the best will receive the Small Print Trophy (to be held for one year).
8   This competition normally takes place on the same evening as the Portrait Competitions and is judged during the break.

6.9 PRINT OF THE YEAR COMPETITION P

You may enter TWO prints selected from your entries in any of the previous twelve months' print competitions, or from the current year's exhibition entries. If entry numbers are high, it may only be possible to use one print so you must specify your first choice and your second choice. Entries will be awarded marks out of 20. In the event of a tie, the judge will be asked to select 3rd, 2nd and 1st places with the latter being awarded the Brother UK Shield (to be held for one year).

Note: With your entries, please indicate the competition in which they were entered and the marks they received. If they were entered in the Exhibition, please indicate the award received (if any).

6.10 PDI OF THE YEAR COMPETITION D

You may enter TWO PDIs selected from your entries in any of the previous twelve months' PDI competitions or from the current year's exhibition entries. If entry numbers are high, it may only be possible to use one PDI so you must specify your first choice and your second choice. Entries will be awarded marks out of 20. In the event of a tie, the judge will be asked to select 3rd, 2nd and 1st places with the latter being awarded a trophy (to be held for one year).

Note: With your entries, please indicate the competition in which they were entered and the marks they received. If they were entered in the Exhibition, please indicate the award received (if any).

6.11 PHOTOGRAPHER OF THE YEAR AWARD P D

This is awarded to the member in group A who attains the highest aggregate mark for all entries in the Open Subject Print Competition Rounds and Open Subject PDI Competition Rounds (maximum score 400) PLUS all of his/her marks in each of the Portrait, Record and Nature (Prints and PDIs only) competitions, giving a maximum score from these competitions of 360 and an overall maximum score of 760. All members in Group A are automatically entered into this competition.

7 ANNUAL EXHIBITION P D S

This is an open exhibition and NOT a competition although awards are made as summarised in the table below. See programme/website for dates for submission of entries and of the exhibition itself.

Conditions of Entry

1. All TCC members may enter. You are guaranteed to have at least one image accepted in each medium.
2. You may submit up to six prints and/or six PDIs, and/or six slides. It is the entrant's responsibility to supply frames for prints which have been accepted. Slides must be thoroughly cleaned.
3. Duplicates or near duplicates (as defined in Section 1.6) of images previously accepted in a Tonbridge Camera Club Exhibition are not eligible.
4. Entries must be prepared as described in Sections 3.1 – 3.3 and Appendix 1
5. Special entry forms will be issued for the competition and must be completed by every entrant.
6. The Club cannot accept responsibility for damage to members' work.

AWARDS

Prints P	PDI D	Slides S
Premier Award	Premier Award	Premier Award
Best Landscape (Frank Coppins Landscape Trophy)	Best Landscape	Best Landscape
Best Natural History Image (Wendy Jenks Trophy)	Best Natural History Image (PDI *or* Slide)	
Best Monochrome (Charles Adams Monochrome Cup)	Best Monochrome	(not awarded)
Best Creative Image	Best Creative Image (PDI *or* Slide) (Ken Cope Creative Trophy)	
Commended Award(s) *and* Highly Commended Award(s)	Commended Award(s) *and* Highly Commended Award(s)	Commended Award(s) *and* Highly Commended Award(s)

APPENDIX 1 – PDI GUIDELINES
- **Submitting images**
- **Setting colour space**
- **Naming images**
- **Resizing images**
- **Adding a border/stroke**
- **Changing background colour**

IMPORTANT: MAKE A COPY OF THE IMAGE YOU INTEND TO USE. When you have resized, saved and closed the image, the process cannot be reversed. Always work on a copy of the image.

SUBMITTING IMAGES
Submit your images as attachments (and not embedded) by email to tccpdisec@gmail.com

SETTING THE COLOUR SPACE (optional but preferred)

sRGB (not Adobe RGB) is the *preferred* setting as this is what *external* PDI competitions insist on. If your entry were to be selected for an external competition, the External PDI secretaries would ask you to ensure that sRGB is chosen. That said, the club projector is set up in such a way so that whatever colour space you use, the image will be projected to show it at its best.
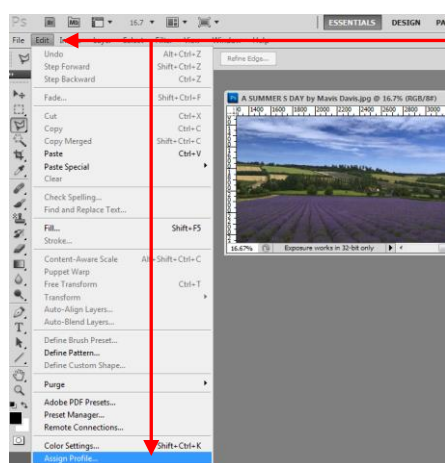
To specify/check the Colour Space in Photoshop, select Edit→Assign Profile.

This box appears:
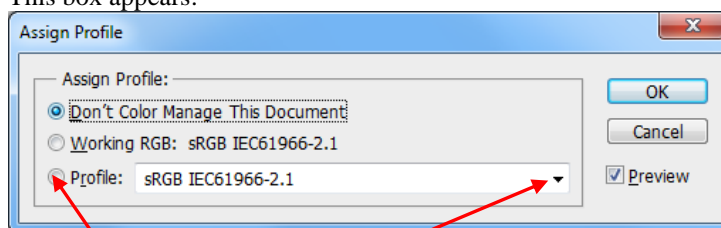
Click "Profile" and choose "sRGB" from the drop-down list.
Note: When this box opens, you may well find that sRGB is already selected. If this is the case, simply click "Cancel".

NAMING IMAGES

The filename must consist of:
TITLE (IN CAPITALS) *then* a single space *then* the word by (in lower case) *then* a single space *then* Your Name (in Mixed Case).
Notes:
- The title itself must not contain the word "by".
- The filename must not contain apostrophes.
- The filename must not contain any characters forbidden in Windows filenames.
- There must be no double or multiple spaces anywhere.
- The extension must be .jpg or .JPG. Consult your computer's "Help" section (enter "view extension" in the search box) if you can't see the extension in any of your folders.

See Page 10 for examples of acceptable and unacceptable file names.

RESIZING IMAGES

Images are projected at a size of 1400 pixels wide by 1050 pixels high (in a 4:3 ratio) and **must** be resized to fit *within* these dimensions. The width must not exceed 1400 pixels; the height must not exceed 1050 pixels. The projection software will automatically place a black background around any image with a ratio other than 4:3 so please do NOT add black backgrounds.

A "Landscape" format is one in which the width is greater than the height; a "Portrait" format is one in which the height is greater than the width. (1400 x 1050 is also, of course, a landscape format)

"Landscape" format   "Portrait" format
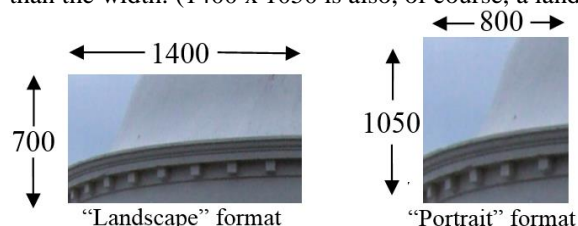
Open the image in Photoshop and then follow the steps shown below. Photoshop Elements uses similar methods.
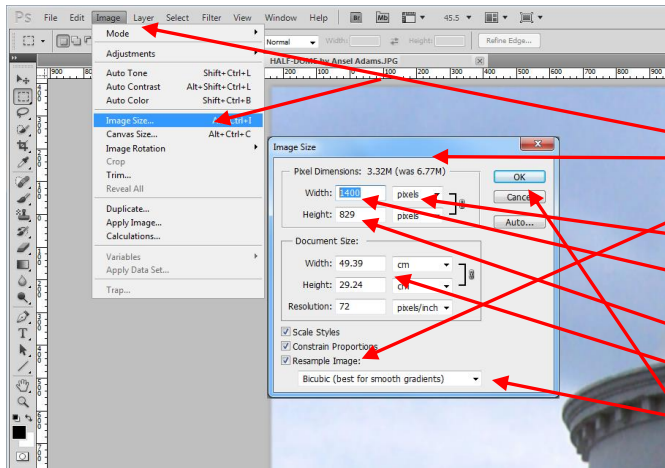
EITHER (the simple way)
1. Click File → Automate → Fit Image
2. In the "Fit Image" dialogue box that appears, type "1400" in width and "1050" in height. Then click "OK". The image will be resized correctly.

OR (the more advanced way)
3. Click "Image" then "Image Size". The "Image Size" Dialogue Box automatically opens.
4. Tick "Resample Image Box". The two boxes above it are then automatically enabled.
5. Ensure "pixels" is selected from drop-down box.
6. If the image is in "Landscape" format, enter "1400" in Width box. The "Height" will then adjust automatically.
7. If the image is in square or "Portrait" format, enter "1050" in Height box. The "Width" will then adjust automatically.
8. Completely ignore "Document Size" box
9. Most members use the default setting of this box. However, you may prefer to carry out some research to determine if one of the other options in the drop-down list would be more suitable for you.
10. Click "OK"
11. Save the image at the highest quality, making sure you don't overwrite the original.

Notes:
- In point 6 above, if the height adjusts to a value greater than 1050, then go straight to point 7.
- In point 7 above, if the width adjusts to a value greater than 1400, then go back to point 6.

IMAGE SIZES: EXAMPLES OF ACCEPTABLE AND UNACCEPTABLE FILE SIZES

Notes:
- **Width must not exceed 1400 pixels; height must not exceed 1050 pixels.**
- **In file details, the first number always refers to the width (e.g. 1400 x 1050 means a width of 1400 pixels and a height of 1050 pixels)**

WIDTH (in pixels)	HEIGHT (in pixels)	ACCEPTABILITY	EXPLANATIONS
1400	1050	Acceptable	Maximum dimensions permissible
1400	Any value up to and including 1050	Acceptable	Maximum width; height less than or equal to 1050
Any value up to and including 1400	1050	Acceptable	Maximum height; width less than or equal to 1400
1050	1400	Unacceptable	Maximum dimensions transposed resulting in an acceptable width but unacceptable height since the height must not exceed 1050.
1401 or greater	1051 or greater	Unacceptable	Width greater than 1400 AND height greater than 1050
1400 exactly	1051 or greater	Unacceptable	Maximum width but height greater than 1050
1401 or greater	1050	Unacceptable	Maximum height but width greater than 1400
1399 or smaller	1049 or lower	Highly undesirable	If width is less than 1400 AND if the height is less than 1050, then the image will NOT be projected at its best and will be surrounded by black on all four sides.

IMAGE NAMES: EXAMPLES OF ACCEPTABLE AND UNACCEPTABLE FILE NAMES

Example: A SUMMERS DAY by Mavis Davis
Notes:

1   TITLE – in UPPER CASE
     No apostrophes (as in the example above). Characters which are not accepted in Windows filenames (e.g. " ? \ / : * < > |) are also not allowed. Of course, if you attempt to use them, an error box will appear.
     The word "BY" must not occur in the title name
2   … followed by a single space…
3   … followed with the word "**by**" which must be in lower case
4   … followed by a single space
5   …followed by Your Name in mixed case
6   Only one space between words

These requirements are in place purely to avoid causing problems for the projection software and/or the website programming.

EXAMPLE	ACCEPTABILITY	EXPLANATION
A SUMMER S DAY by Mavis Davis	Acceptable	See 1 – 6 above
A SUMMERS DAY by Mavis Davis	Acceptable	See 1 – 6 above
A SUMMER'S DAY by Mavis Davis	Unacceptable	Apostrophe in the title
A SUMMER S DAY by Mavis Davis (1 of 2)	Unacceptable	Your name should be the final part of the title. DON'T add 1 of 2 or 2 of 2, etc.
"A SUMMERS DAY?" by Mavis Davis	Unacceptable	Quotation marks and question marks not allowed in Windows filenames
A SUMMERS DAY by Mavis Davis	Unacceptable	Double or multiple spaces between some of the words
A Summers Day by Mavis Davis	Unacceptable	Title in Mixed case
a summers day by Mavis Davis	Unacceptable	Title in lower case
A SUMMERS DAY BY Mavis Davis	Unacceptable	Word "by" in capital letters
A SUMMERS DAY By Mavis Davis	Unacceptable	Word "by" in mixed case
A SUMMERS DAYby Mavis Davis	Unacceptable	No space before the word "by"
A SUMMERS DAY byMavis Davis	Unacceptable	No space after the word "by"
A SUMMERS DAY by MAVIS DAVIS	Unacceptable	Competitor's name in upper case
A SUMMER'S DAY by mavis davis	Unacceptable	Competitor's name in lower case
"A SUMMER'S DAY"By MAVIS Davis	Unacceptable	Just about everything is wrong here
BY THE RIVER by Mavis Davis	Unacceptable	Title contains the word "BY"

ADDING A BORDER (STROKE)

If you wish to add a border (stroke, as Photoshop calls it), consult your software guides or go on-line for further information. A border may be added before or after resizing and there are a variety of ways are doing this. Depending on the method you choose, you would need to ensure that you haven't removed a critical part of the outside of the image or increased the dimensions of the image beyond the acceptable size.

BACKGROUND COLOUR

The overwhelming majority of people leave the background colour as black for those images which are not exactly 1400 x 1050 pixels.
Please DON'T add black backgrounds by extending the canvas size: there is no need to do so and it subsequently involves extra work for exhibition organisers and others.

AND FINALLY

Before submitting your image, consider using a spell-check on the title to eliminate typos. You can see for yourselves in the competition results on the website numerous examples of them. Judges often draw attention to them.

Make sure the file is saved as a .jpg.

JUDGING
This article by Roger Wates on the subject of judging (How to reduce judges' criticisms) is currently on the club website and may be of interest: http://www.tonbridgecameraclub.org.uk/Beginners/judging.php .