



SECTION 1: GENERAL RULES

1. The photographer must make the original image on photographic emulsion or acquire it with a digital imaging camera. Any modification of the original image must be made by the photographer. All images must be personally produced. Images produced from materials copyrighted by persons other than the photographer are unacceptable.
2. 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 will be referred to as PDIs.
3. Separate competitions will be held for each image medium (prints, PDIs and slides), with a Competition Secretary being appointed for each image medium.
4. Images may be in colour or monochrome.
5. Except as specified below, images previously accepted for Tonbridge Camera Club competitions cannot be reused. Near duplicates of previous entries are also not allowed. A near duplicate may be submitted 'For Comment Only' and will not be awarded a mark. Duplicates or "near duplicates" include colour or monochrome prints from previously entered slides or vice versa; monochrome prints from colour negatives previously or subsequently entered as colour prints; and digitally manipulated versions of previously entered prints or slides or vice versa. Copies of the work of other photographers are not allowed. Please talk to the relevant Competition Secretary before the competition if you're unsure about the suitability of an image.
6. Any competition which in a given year attracts three members or fewer will not be run in that season but will be included in future seasons.
7. Images submitted for internal competitions will be deemed to be available for use in external competitions unless otherwise stated in writing/by email to the appropriate Competition Secretary. Such withholding of use in external competitions should be notified at the time that the image is first entered for an internal competition.
8. With the exception of the Print Panel and Small Print Competitions, all entries **MUST** be handed 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.
9. On competition evenings, each entry is displayed in turn, and the title is read out. The judge makes his/her comments and gives a mark. The photographer's name is then announced.
10. Judges will normally be requested to allocate a mark out of 20 for each competing image and will sometimes be requested to select first, second and third place entries. Images entered 'For Comment Only' are commented on before the competition proper.
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 the smooth running of the club and/or competitions, the Committee reserves the right to make minor changes to these rules at any time, but will advise the membership of such changes by means of announcements at weekly meetings, via global emails, on the club notice-boards and, if possible, on the website.
13. Any image which does not conform to competition rules will be liable to disqualification.
14. The Committee's decision will be final regarding all matters relating to the interpretation of these rules.
15. Members who enter competitions are deemed to have read and accepted the rules and conditions in this document.

SECTION 2: THE COMPETITIONS

1. The following competitions will be held:

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

Notes:

- i) **P** = Print, **D** = PDI and **S** = Slide
 - ii) Further details and the full rules for all competitions can be found in Sections 5 and 6.
 - iii) Every effort will be made to hold every competition listed each season.
 - iv) Trophies for these competitions (except the 'Club Outing' competition) are awarded annually and held for one year.
2. Additionally:
 - a) There is an award for the 'Photographer of the Year'. See Section 6.11 for details. **P** **D**
 - b) Awards are made at the 'Annual Exhibition'. See Section 7 for details. **P** **D** **S**
 3. The 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 unless produced by a commercial company. The method of production must not be indicated on the print. It is acceptable to use commercial mounts and to have the print commercially mounted.
2. Each member will be given two numbers by the Print Competition Secretary; these are to ensure that the judges (who may see the work in advance) cannot identify the photographer.
3. Each print must be mounted and the mount size must be 50cm wide x 40cm high OR 40cm wide x 50cm high. Sizes are quoted in centimetres to comply with external competition requirements and the mandatory sizes for the Exhibition. Note: smaller mounts may be used for Print Panel Competition.
4. The title, the member's number (a different one on each print) and the group (A or B) must be typed or PRINTED (in block capitals) on the back of each print in the top left-hand corner. The member's name must **not** appear anywhere. The title only may also appear on the front if desired but members should note that judges normally take its appearance into account when awarding marks. Aids, such as Letraset, are allowable. Prints submitted 'For Comment Only' must be labelled as such. Labelling must comply with the advisory information in Appendix 1 on page 7 of these rules.
5. Members must take care that their entry will not cause damage to other entries e.g. no Velcro type strips on mounts, or exposed sticky tape.

3.2 Rules for PDIs **D**

1. Images may be captured by digital camera or by digital scanning (by the photographer or laboratory) of slides, negatives or prints. Entries may be straight scans, manipulated or composites of multiple images, but all work must be the unaided work of the photographer.
2. Image files must comply with the advisory information in Appendix 2 on pages 8 – 10. On the first occasion that a member submits an incorrectly prepared image, s/he will be advised accordingly by the PDI Secretary and allowed to resubmit it. The second and subsequent time that this happens will result in the image being disqualified. This change has been introduced because of the huge amount of additional work undertaken by the PDI Secretary in dealing with this problem in the past.
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. This is the new email address for the 2017-2018 season.
4. 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 must be the unaided work of the member, 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. The transparencies must be properly mounted to provide a slide in the standard size of 2" x 2". Either glass or glassless mounts are acceptable. Slides which are improperly mounted or which are considered liable to damage or jam the projector will be withheld at the discretion of the Slides Competition Secretary.
3. The title and the member's name should appear on the slide mount, which must also be 'spotted', i.e. a spot marked or placed in the bottom left corner when the slide is viewed normally (the right way up and the right way round) in the hand. Because labels are a major source of slide jams, writing directly onto the mount is preferred. If you do use labels, please ensure they are firmly stuck down. See Appendix 3 on page 10.
4. Note: if necessary, the club can project slides with mounts of size 2¾" x 2¾". However, no slides of this size have been submitted for many years.

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

1. A two-group system in Prints and PDIs is operated for Prints and PDIs. Slide Competitions run as one group.
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.
2. New members (and current members who have not previously competed) are normally allocated to Group B for Prints and PDIs. However, they may submit examples of their work to the relevant Competition Secretaries to determine if the quality of the work merits the member being placed in Group A. New members who have a photographic qualification will automatically be placed in Group A. New members who do not choose to submit their work as above may nonetheless be upgraded at the discretion of the panel if their entries are of a sufficiently high standard.
3. Everyone who was in Groups 1 or 2 in the 2014-15 season – or the last season in which they entered competitions – will automatically transfer to Group A for the 2015-16 season and beyond. However, anyone in these groups can opt to transfer to group B instead but will not be eligible for any trophies in Group B if s/he had previously won a group 3 trophy. Anyone who was in Group 3 in the 2014-2015 season will transfer to Group A next season provided they had obtained a minimum of 68 marks from their best four entries (although they could opt to transfer to group B should they desire). Anyone achieving less will be transferred to Group B.
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.
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.

A member could remain in Group B if s/he so desired, even after qualifying for promotion. However, s/he would not subsequently be eligible for any trophies in the following season.

Members are under no obligation to enter all rounds.

There is no demotion from Class A to Class B unless requested by the member him/herself, in which case s/he would not be eligible for Class B trophies.

- 6 Entries submitted 'For Comment Only' are not allocated a group. The judge will comment on such entries before the competition proper. Members in the 'For Comment Only' category who subsequently wish to enter competitions will be placed in the appropriate group by the relevant Competition Secretary.

SECTION 5: OPEN SUBJECT COMPETITIONS



- 1 A competition, consisting of five rounds, will be held for each image medium.
- 2 Except for Slide competitions, members will 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

The following trophies are awarded:

- The Tonbridge Camera Club Cup to the highest scoring member in group B.
- The Founder's Cup to the highest scoring member in group A

See also "Photographer of the Year Award".

Open Subject PDI Competitions

The following trophies are awarded:

- The Brook Trophy to the highest scoring member in B
- The Newman Trophy to the highest scoring member in A

See also "Photographer of the Year Award".

Open Subject Slide Competition

The following trophy is awarded:

- The Gifford Boyd Cup to the highest scoring member as outlined in 5.3.

SECTION 6: OTHER COMPETITIONS

6.1 PORTRAIT COMPETITIONS



There are three competitions: Print, PDI and Slide.

Members may enter up to three images (either monochrome or colour) for each image medium and will compete on an equal basis (no groups).

Images already used in the Open Subject Competitions may not be entered in these competitions. However, entries from these competitions may afterwards be entered in open competitions and the Annual Exhibition.

A trophy, to be held for one year, will be awarded to the member achieving the highest aggregate score in each of the competitions.

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



There are three competitions: Print, PDI and Slide.

Members may enter up to three images (either monochrome or colour) for each image medium and will compete on an equal basis (no groups). Our competitions will be based on the paragraph shaded pale yellow in the "Definitions" section.

Images already used in the Open Subject Competitions may not be entered in these competitions. However, entries from these competitions may afterwards be entered in open competitions and the Annual Exhibition.

A trophy, to be held for one year, will be awarded to the member achieving the highest aggregate score in each of the competitions.

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 integral parts of the nature story such as nature subjects, like barn owls or storks, 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.

No techniques that add, relocate, replace, or remove pictorial elements except by cropping are permitted. 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 HDR, focus stacking and dodging/burning. Techniques that remove elements added by the camera, such as dust spots, digital noise, and film scratches, are allowed. Stitched images are not permitted. 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 in this competition meeting the Nature Photography Definition above can have landscapes, geologic formations, weather phenomena, and extant 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 (living) species.

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



There are three competitions: Print, PDI and Slide.

Members may enter up to three images (either monochrome or colour) for each image medium and will compete on an equal basis (no groups).

Images already used in the Open Subject Competitions may not be entered in these competitions. However, entries from these competitions may afterwards be entered in open competitions and the Annual Exhibition.

A trophy, to be held for one year, will be awarded to the member achieving the highest aggregate score in each of the competitions.

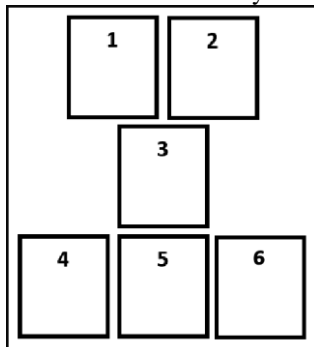
Definitions

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.

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.
3. The panel must be brought in on the night of the competition.
4. Panels may consist of up to six mounts. More than one print may be included on each mount. One supporting text or caption to be read out may be provided in addition to the six mounts. The whole panel must be able to be displayed in two or three rows on the club's display stand. Mounts can be any size up to and including 50cm x 40cm.
5. The rules in section 3.1 above for Print images apply.
6. Images previously entered in any TCC competition or exhibition are ineligible. However, entries from this competition may afterwards be entered in open competitions and the Annual Exhibition.
7. Each mount must bear on the back one of the photographer's competition numbers plus the title (but not the group) as in Section 3.1 (4) above. Additionally, the number of the print must be written at the top of the print in the centre and a "Display Plan" (as in the diagram below) must be handed to the Print Secretary on the night of the competition.



8. 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. There will be no separate groups.

6.5 PDI SEQUENCE COMPETITION **D**

1. This is for a single PDI sequence 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. The sequence should be titled and, if desired, may be accompanied by a short description relevant to the theme to be read out.
2. Filenames should be written thus: *2 HALF-DOME by Ansel Adams*. In this example, the 2 would indicate the second image. The rest of the file-name should comply with the advisory information in Appendix 2 on pages 8 and 9. Entrants should advise the PDI Competition Secretary of any overall title for the sequence; this would be read out before the individual images are shown.
3. Each image should be resized as described in Appendix 2 on pages 8 and 9.
4. Images previously entered in any TCC competition or exhibition are ineligible. However, entries from this competition may afterwards be entered in open competitions and the Annual Exhibition.
5. 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. There will be no separate groups.
6. Hand-in is THREE weeks before date of 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 and, if desired, may be accompanied by a short description relevant to the theme to be read out.
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 any TCC competition or exhibition are ineligible. However, entries from this competition 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. There will be no separate groups.

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

For these competitions, anyone who went on the current year's 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. For each medium, a certificate will be awarded for "Best PDI", "Best Print" and "Best Slide" as selected by the judge. 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. There will be no separate groups. Images may be entered in future 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 is allowed.
3. Prints can be mounted in any mount size up to and including the club standard as described in Appendix 1 on page 7.
4. The winning entry is displayed in the exhibition and is subject to exhibition display rules i.e. the mount must be 50cm x 40cm or 40cm x 50cm.
5. Images previously entered in any TCC competition or exhibitions are ineligible.
6. Entries from this competition 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 print is judged the best will receive the Small Print Trophy (to be held for one year).

6.9 PRINT OF THE YEAR COMPETITION **P**

You may enter TWO prints selected from their 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 which is your first choice and which is 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; the latter will be awarded the Brother UK Shield (to be held for one year).

6.10 PDI OF THE YEAR COMPETITION **D**

You may enter TWO PDIs selected from their 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 which is your first choice and which is 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; the latter will be awarded a trophy (to be held for one year).

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 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 strictly a competition although awards are made. See Programme/Website for dates for submission of entries and dates of the exhibition itself.

Conditions of Entry

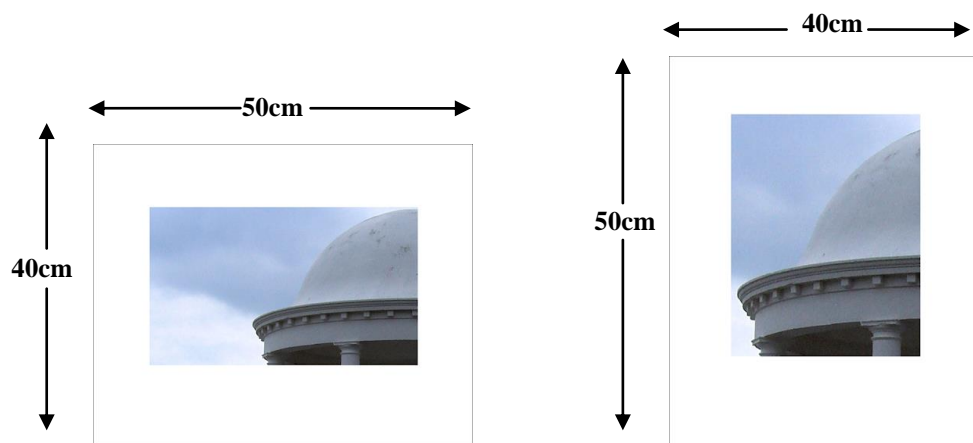
1. Entry is open to all paid-up members of Tonbridge Camera Club.
2. Entry medium may be prints and/or slides, and/or PDIs.
3. Maximum entry: 6 of each image medium per member.
4. Entries (or near duplicates thereof) previously accepted in a Tonbridge Camera Club Exhibition are not eligible.
5. Entries previously accepted in a Tonbridge Camera Club Exhibition in one medium are not subsequently eligible for entry in a different medium.
6. Each entry must be marked with its title and the photographer's name as shown on the entry form.
7. Slides can be in glass or glassless mounts and must be spotted in the lower left-hand corner when viewed the right way up and the right way round in the hand. They will be projected digitally at the Exhibition.
8. Print Mounts must be of standard size: 50cm high x 40cm wide or 40cm wide x 50cm high.
9. PDIs should be submitted in the format used for normal Club competitions.
10. The Club cannot accept responsibility for damage to members' work.

Each entrant will have at least one image accepted in each medium.

AWARDS

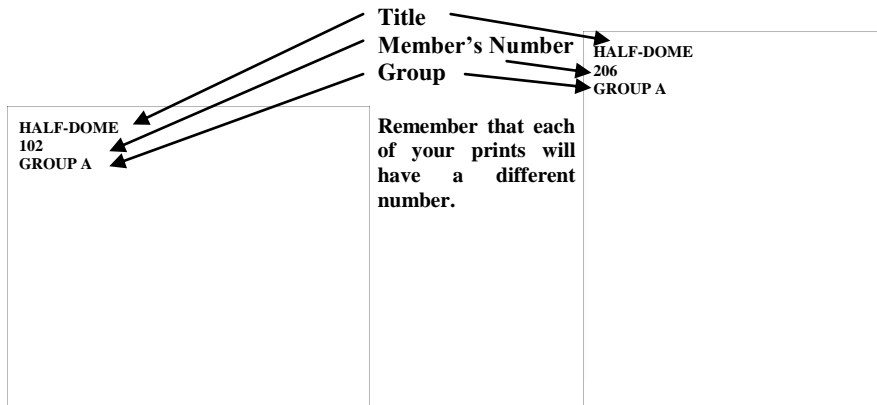
Prints P	PDI D	Slides S
Premier Award	Premier Award	Premier Award
Best Landscape	Best Landscape	Best Landscape
Best Natural History Image	Best Natural History Image (PDI <i>or</i> Slide)	
Best Monochrome	Best Monochrome	-----
Best Creative image: Print <i>or</i> PDI <i>or</i> Slide		
Commended <i>and</i> Highly Commended Award(s)	Commended <i>and</i> Highly Commended Award(s)	Commended <i>and</i> Highly Commended Award(s)

APPENDIX 1 – PRINTS: DETAILS OF STANDARD CLUB SIZE AND INFORMATION ABOUT MOUNTING



FRONT OF PRINT

FRONT OF PRINT



BACK OF PRINT

BACK OF PRINT

Notes:

1 Writing may be typed or handwritten. If handwritten, it must be in **BLOCK CAPITALS**. This is of particular importance where Latin names are used.

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

Note: Appendix 2 (Information on PDIs: Submitting, Setting Colour Space, Resizing, Naming, And Projection Details) is on pages 8 – 10

APPENDIX 2 – INFORMATION ON PDIs: SUBMITTING, SETTING COLOUR SPACE, RESIZING, NAMING, AND PROJECTION DETAILS

Submitting your images by email

To: pdisecc@tonbridgecameraclub.org.uk

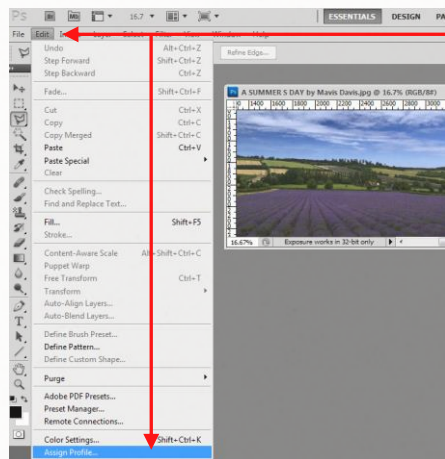
Make a copy of the image you intend to use

When you have resized, saved and closed the image, the process cannot be reversed. Always work on a copy of the image.

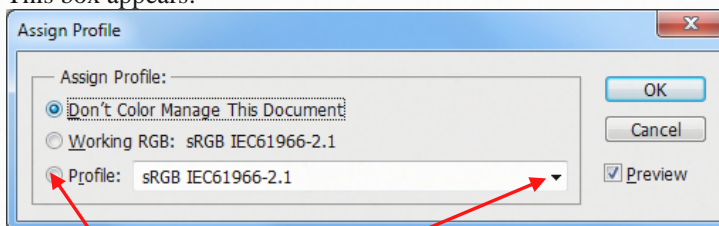
Setting the Colour Space (optional but preferred)

sRGB (not Adobe RGB) is the *preferred* setting as this is what *external PDI* competitions almost invariably 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 CS5, select Edit → Assign Profile.



This box appears:



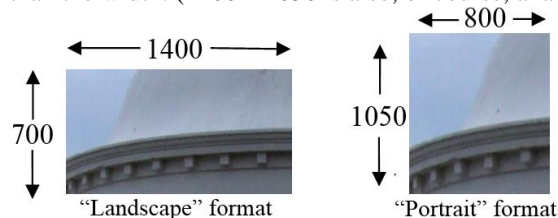
Click “Profile” and choose “sRGB” from the drop-down list.

Note: When this box opens, you may well find that sRGB is already selected. If this is the case, simply click “Cancel”.

How to resize your image

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 this area. The projection software will automatically place a black background around any image with a ratio other than 4:3 e.g. those in other landscape formats or portrait format.

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)



Reminder: Always do the resizing on a COPY of the original image because once you save and close your resized image, you cannot restore it to its original condition.

In Photoshop, open the image and then follow the steps shown below. Photoshop Elements uses similar methods.

- Filename: TITLE (IN CAPITALS) then a single space then the word **by** (in lower case) then a single space then Your Name (in Mixed Case). The *title* itself must **not** contain the word “by”; the *filename* must **not** contain apostrophes or any characters forbidden in Windows filenames. No double 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.
- Click “Image” then “Image Size”. The “Image Size” Dialogue Box automatically opens.
- Tick “Resample Image Box”. The two boxes above it are then automatically enabled.
- Ensure “pixels” is selected from drop-down box.
- If the image is in “Landscape” format, enter “1400” in Width box. The “Height” will then adjust automatically.
- If the image is in “Portrait” format, enter “1050” in Height box. The “Width” will then adjust automatically.
- Completely ignore “Document Size” box
- This box defaults as shown. Most members use the default setting. 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.
- Click “OK”

Continued on page 9...

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
1050	1400	Unacceptable	Dimensions transposed – probably the most common mistake. Width must not exceed 1400; height must not exceed 1050
1401	1051	Unacceptable	Width greater than 1400 AND height greater than 1050
1400	700	Acceptable	Maximum width; height less than 1050
1400	200	Acceptable	Maximum width; height less than 1050
500	1050	Acceptable	Maximum height; width less than 1400
1000	1050	Acceptable	Maximum height; width less than 1400
1400	1051	Unacceptable	Maximum width but height greater than 1050
1400	2000	Unacceptable	Maximum width but height greater than 1050
1401	1050	Unacceptable	Maximum height but width greater than 1400
2000	1050	Unacceptable	Maximum height but width greater than 1400

EXAMPLES OF ACCEPTABLE AND UNACCEPTABLE FILE NAMES

Example: A SUMMERS DAY by Mavis Davis

Notes:

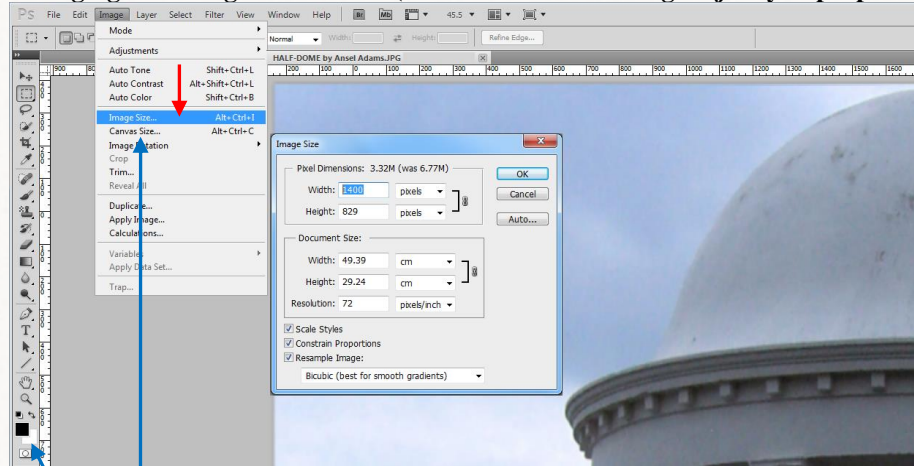
- 1 TITLE – in UPPER CASE
No apostrophes (as in the example above). Characters which are not accepted in Windows filenames (e.g. “ ? \ / : * < > |) are also not allowed. Of course, if you attempt to use them, an error box will appear.
The word “BY” must not occur in the title name
- 2 ... followed by 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 SUMMERS DAY?” by Mavis Davis	Unacceptable	Quotation marks and question marks not allowed in Windows filenames
A SUMMERS DAY by Mavis Davis	Unacceptable	Double 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”

Continued on page 10...

Changing the background colour (Note: the overwhelming majority of people leave the background colour as black)



If you want a background colour other than black then you can do so. Using the resized image created as shown above, first click on “set background colour” (currently white on the screenshot above) and then select a colour from the “Color Picker (Background Color)” dialogue box that then appears. Click ‘OK’. Then click on the “Image” menu and select “Canvas Size”. The “Canvas Size” dialogue box appears. Make sure the units are set to pixels and type in 1400 for the width and 1050 for the height. Click OK. Your image is now enlarged to show the picture with the background colour you selected.

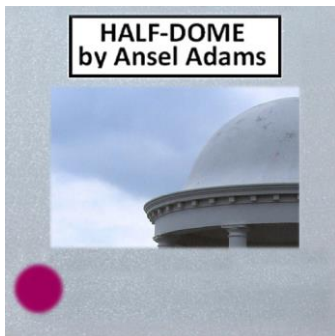
Adding a border (stroke)

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.

Finally, save the file as a .jpg.

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.

APPENDIX 3 – LABELLING SLIDES



Note: Writing may be typed or handwritten. If handwritten, please PRINT to make it legible. If you use labels, please ensure they are firmly stuck down to avoid jamming the projector.

APPENDIX 4 – 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> .