

2023 calendar submission guidelines

Dear Photographer:

The Photo Society is preparing to receive submissions for the 2023 Cuyahoga Valley National Park calendar. The calendar is intended to show views of Cuyahoga Valley National Park on a seasonal basis, including people using the park, historic structures and wildlife.

Please read these guidelines carefully before putting together your submission.

Submissions must be received between February 2 and March 8. They may be submitted through the website WeTransfer, dropped off at the Trail Mix store in Peninsula or mailed.

Photos must depict actual scenes in the Park accurately. No object may be digitally inserted into a photo that was not present in the actual scene. No object may be digitally removed from a photo that was present in the actual scene unless it would have been possible – and permissible under Park rules – for the photographer to remove it by hand.

Photographers should avoid creating unrealistic effects using such techniques as HDR.

Common mistakes to avoid

Every year we receive submissions of some images that are not within the Cuyahoga Valley National Park or the metro parks included within the National Park. These submissions cannot be used in the CVNP calendar. Maps of the National Park are available throughout the park and online at www.nps.gov/cuva/index.htm. If you are not sure whether an image was taken at a location that is within the Park boundaries, ask us by emailing calendar@cvps.org.

Missing metadata is a common issue. Make sure that the metadata fields contain your name, the file name, the location of the photograph and the camera data. The camera data is particularly important when the editors are reviewing the technical qualities of an image.

Over-sharpened images are not suitable for reproduction in the calendar. If you must sharpen an image, keep it to a minimum. The editors can add sharpening if necessary, but cannot take it out.

Guidelines

1. All images must be from within Cuyahoga Valley National Park or incorporated metro parks.
2. Membership in the Cuyahoga Valley Photographic Society is required for submission (to join go to www.conservancyforcvnp.org).
3. Images must be digital files that comply with the specifications below.
4. Images must be in color—black and white images are not used in the calendar.
5. Send up to 20 images. There are twice as many opportunities to use horizontal images (landscape orientation) in the calendar as vertical images (portrait orientation), so select accordingly.
6. A completed copy of the attached inventory list – including your name, address, phone number and email address – must accompany the submission.
7. Submissions must be received between February 2 and March 8.
8. All submissions either must be sent via U.S. Postal Service or other carrier (Federal Express, UPS, etc.), dropped off at the Trail Mix park store in Peninsula or submitted via

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the website WeTransfer. Check <https://www.conservancyforcvnp.org/park-stores/> or call 330-657-2091 for Trail Mix store hours. Include a return mailer and proper postage with your submission if you wish your submission materials to be returned. Submission material will be returned by August.

9. Payment is four calendars for each image used.
10. Send submissions to:

**2023 Cuyahoga Valley Calendar
c/o Trail Mix Store
Conservancy for Cuyahoga Valley National Park
1600 West Mill Street
Peninsula, Ohio 44264**

11. To submit your photos via the WeTransfer website:
 - a. Put your calendar photos and image inventory list file in a folder labeled with your name and 2023 calendar.
 - b. Go to <https://wetransfer.com/>
 - c. Click “Add Your Files” or “Select a folder” or just click on the blue circle.
 - d. Navigate to the 2023 calendar folder on your computer or drag the folder to the blue circle.
 - e. Put this address in the “email to” field: **2023cuyahogacalendar@gmail.com**
 - f. Put your email address in the “email from” field.
 - g. Add a message with your name and 2023 calendar submission.
 - h. Click “transfer.” Depending on the size of your files, this transfer may take anywhere from a few minutes to a bit longer.

Please send a separate email to 2023cuyahogacalendar@gmail.com with your name so that we know you submitted via WeTransfer. This extra step is to double check that the submission was received.

Also note that WeTransfer has a limit of 2 GB. Size your files accordingly (or transfer files in multiple batches).

12. Resolution.
 - a. To be eligible for use as a large calendar image, a digital image must have at least 3000 pixels in its longer dimension (*e.g.*, 3000 x 2000 pixels).
 - b. To be eligible for use as a small calendar image, a digital image must have at least 1050 pixels in its longer dimension (*e.g.*, 1050 x 700 pixels).
 - c. Image size (in pixels) should not be increased by re-sampling (*i.e.*, interpolation), as significant re-sampling can adversely affect image quality.
13. Color management.
 - a. Digital images must be submitted in Adobe RGB 1998 color-space.
 - b. Digital images must be submitted in 16 bits per channel (*i.e.*, a total of 48 bits) color depth.
14. File format.
 - a. All digital images must be submitted as TIFF files.
 - b. No file compression of any kind (including loss-less) should be used.
15. Storage medium.

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- a. All digital images that are not submitted through the website must be submitted on either:
 - i. CD or DVD discs that are readable on both PCs and Macs or
 - ii. A flash drive.
 - b. The disc or drive must include no files other than the image files being submitted for the calendar and the inventory list.
 - c. All files must be in the top-level folder (*i.e.*, directory) on rather than in sub-folders.
16. Labeling.
- a. The disc must be labeled with:
 - i. The photographer's name.
 - ii. "CVNP Calendar 2023."
 - b. Each file name should consist of:
 - i. The photographer's initials.
 - ii. An image number corresponding to the inventory sheet submitted by the photographer (*e.g.*, jgr03.tif).

Any questions about these requirements should be addressed to calendar@cvps.org.

Final checklist

1. Submissions must be received between February 1 and March 8.
2. CD, DVD or flash drive with digital images or electronic transfer.
3. Make sure you receive a confirmation email if you submit via WeTransfer.
4. A completed inventory form.

By submitting you agree to the following terms: For consideration, the photographer agrees to allow the Conservancy for Cuyahoga Valley National Park (The Conservancy) the non-exclusive, one-time right to reproduce the images in the 2023 calendar, including the right to reproduce them for promotional material and on the Photo Society website. In all cases, a credit line will be given to the photographer.

