

## **2009 Cuyahoga Valley Calendar Submission Guidelines**

Dear Photographer:

We are preparing to receive submissions for the 2009 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.

Once again, we will accept images in digital form as well as slides. Please read these guidelines carefully before putting together your submission.

### **Overall guidelines**

1. All images must be from within Cuyahoga Valley National Park or adjoining metro parks.
2. Membership in the Cuyahoga Valley Photographic Society is required for submission.
3. Images must be high-quality transparencies or digital files that comply with the specifications below. Prints or negatives will not be accepted.
4. Send no more than 20 images. There are twice as many opportunities to use horizontal images in the calendar as vertical images, so select accordingly.
5. Two copies of the attached inventory list – including your name, address, phone number and e-mail address – must accompany the submission.
6. Submissions must be received between Monday, March 24, and Friday, March 28, 2008.
7. All submissions must be sent via U.S. Postal Service or other carrier (Federal Express, UPS, etc.), or you may drop off your submission at the Cuyahoga Valley National Park Association office during regular business hours (Monday – Friday, 8:30 a.m. – 4:30 p.m.). Include proper return mailer and postage with your submission. Or, you may choose to pick up your images from the Cuyahoga Valley National Park Association office.
8. All images will be returned by August.
9. Payment is four calendars for each image used.
10. Send submissions to:

**2009 Cuyahoga Valley Calendar  
c/o Cuyahoga Valley National Park Association  
1403 Hines Hill Road  
Peninsula, Ohio 44264**

### **Guidelines for transparency submission**

1. Only high-quality transparencies from 35mm up to 4 x 5 will be accepted.
2. Each slide must be in a protective sleeve (such as clear TransView sleeves from Light Impressions).
3. Slides must be assembled in 8.5 x 11 inch pocketed pages (such as slide guard pages from Light Impressions).
4. Each slide must have your name on it, along with the number of the slide that corresponds to the inventory sheet.

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### Guidelines for digital submission

1. Form of original image capture.
  - a. Photographs taken with a digital camera should be submitted in digital form rather than as slides.
  - b. Photographs taken with a film camera must not be submitted in digital form.
2. 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.
3. Color management.
  - a. Digital images must be submitted in Adobe RGB 1998 color-space.
  - b. Digital images must be submitted in 8 bits per channel (*i.e.*, a total of 24 bits) color depth.
  - c. All digital images must be accompanied by a high-quality reference print. Place the reference prints in 8½ x 11 clear sleeves. The color and contrast of the image should be rendered as the photographer wishes it to be reproduced in the calendar. These reference prints will be used by the editors to select images and by the printer to determine how the image is reproduced.
    - (1) Reference prints for images submitted for consideration as large calendar images must be 10 inches in their longer dimension (*e.g.*, 10" x 6.67").
    - (2) Reference prints for images submitted for consideration only as small calendar images must be at least 7 inches wide. (All small calendar images are horizontally oriented – that is, they are wider than they are high.)
4. 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.
5. Storage medium.
  - a. All digital images must be submitted on read-only compact discs (CD-Rs) formatted according to the ISO 9660 standard (so that it is compatible with both Windows and Macintosh computers).
  - b. The CD must include no files other than the image files being submitted for the calendar.
  - c. All files must be in the top-level folder (*i.e.*, directory) on the CD rather than in sub-folders.
6. Labeling.
  - a. The CD must be labeled with:
    - (1) The photographer's name.
    - (2) "CVNP Calendar 2009."
  - b. Each file name should consist of:
    - (1) the photographer's initials.
    - (2) an image number corresponding to the inventory sheet submitted by the photographer (*e.g.*, jgr03.tif).

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c. Each reference print should be labeled with:

- (1) the photographer's name.
- (2) CVNP Calendar 2009.
- (3) the image title (corresponding to the inventory sheet).
- (4) and the file name (corresponding to the inventory sheet and the CD).

Any questions about these requirements should be addressed to Bill Rich (rich@uakron.edu) and Bruce Winges (bwinges@infionline.net).

### **Final checklist**

For slide submissions:

1. Slides must be in protective sleeves and pocketed pages.
2. Inventory sheet must accompany each submission.

For digital submissions:

1. CD with digital images.
2. Reference prints. Place the reference prints in 8½ x 11 clear sleeves.
3. Inventory must accompany each submission.

By submitting you agree to the following terms. For consideration, the photographer agrees to allow the Cuyahoga Valley National Park Association ("Publisher") the non-exclusive, one-time right to reproduce the images in the 2009 calendar, including the right to reproduce them for promotional material and on the Photo Society web site. In all cases, a credit line will be given to the photographer. Publisher will take good care of the work submitted in proper packaging; however, Publisher's liability for any and all loss or damage of any work submitted and received shall not exceed \$100 for any original transparency. The Publisher shall not be liable for any loss or damage caused by the printer, or caused in the printing process, or which occurs during shipping or while in transit

**2009 Cuyahoga Valley Calendar Submission Guidelines**

**2009 Cuyahoga Valley Calendar submission inventory form**

Name:

Address:

Phone:

E-Mail:

No.	Title or subject	Location	Used	Resubmit*

\*We would like to see these images submitted again next year.