

CUYAHOGA VALLEY  
**PHOTO SOCIETY**

2014 Cuyahoga Valley calendar submission guidelines

Dear Photographer:

We are preparing to receive submissions for the 2014 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.

Images may be submitted 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 digital files that comply with the specifications below or high-quality transparencies. Prints or negatives will not be accepted.
4. Send no more than 20 images. There are almost 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 email address – must accompany the submission.
6. Submissions must be received during the period beginning Monday, February 25, 2013 and ending Wednesday, March 6, 2013.
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 Conservancy for Cuyahoga Valley National Park 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 pick up your images from the Conservancy office.
8. All images will be returned by August.
9. Payment is four calendars for each image used.
10. Send submissions to:

**2014 Cuyahoga Valley Calendar  
c/o Conservancy for Cuyahoga Valley National Park  
1403 Hines Hill Road  
Peninsula, Ohio 44264**

**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.

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3. Color management.
  - a. Digital images must be submitted in Adobe RGB 1998 color-space.
  - b. Digital images may be submitted in 16 bits per channel (*i.e.*, a total of 48 bits) color depth.
4. All digital images must be accompanied by a high-quality reference print. Place the reference prints in 8½ x 11 clear sleeves. **Please do not place prints in a binder.** All prints must be in a sleeve, only one print to a sleeve. 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.
  - a. 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").
  - b. 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.)
5. 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.
6. Storage medium.
  - a. All digital images must be submitted on CD-R compact discs formatted according to the ISO 9660 standard or on DVD-R or DVD+R discs in mastered format. All discs must be readable on both PCs and Macs.
  - b. The disc 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 disc rather than in sub-folders.
7. Labeling.
  - a. The disc must be labeled with:
    - i. The photographer's name.
    - ii. "CVNP Calendar 2014."
  - 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).
8. Each reference print should be labeled with:
  - a. YOUR NAME.
  - b. CVNP Calendar 2014.
  - c. the image title (corresponding to the inventory sheet).
  - d. the file name (corresponding to the inventory sheet and the disc).

**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.
3. Slides must be assembled in 8.5 x 11 inch pocketed pages.
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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Any questions about these requirements should be addressed to [calendar@cvps.org](mailto:calendar@cvps.org).

**Final checklist**

Be sure that your name is on every print or slide.

For digital submissions:

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

For slide submissions:

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

By submitting you agree to the following terms. For consideration, the photographer agrees to allow the Conservancy for Cuyahoga Valley National Park ("Publisher") the non-exclusive, one-time right to reproduce the images in the 2014 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

## 2014 Cuyahoga Valley calendar submission guidelines

## Name:

Phone:

[illegible]