

CUYAHOGA VALLEY
PHOTO SOCIETY

2017 Cuyahoga Valley calendar submission guidelines

Dear Photographer:

The Photo Society is preparing to receive submissions for the 2017 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.

Note that reference prints are not required with digital submissions. Calendar editors will make the prints necessary for production of the calendar from digital files; however, prints may be submitted at the discretion of the photographer.

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.

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 (to join go to www.conservancyforcvnp.org).
3. Images must be digital files that comply with the specifications below or high-quality transparencies. Prints or negatives will not be accepted. Only color images are used in the calendar.
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 email address – must accompany the submission.
6. Submissions must be received between Monday, Feb. 22, 2016 and Monday, March 7, 2016.
7. All submissions must be sent via U.S. Postal Service or other carrier (Federal Express, UPS, etc.), or may be dropped off at the Conservancy for Cuyahoga Valley National Park office during regular business hours (Monday – Friday, 8:30 a.m. – 4:30 p.m.). Include a return mailer and proper postage with your submission. Or, you may pick up your images from the Conservancy office.
8. Submission material will be returned by August.
9. Payment is four calendars for each image used.
10. Send submissions to:

2017 Cuyahoga Valley Calendar
c/o Conservancy for Cuyahoga Valley National Park
1403 Hines Hill Road
Peninsula, Ohio 44264

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Guidelines for digital submission

1. 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.
2. 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.
3. Reference prints are used during the production of the calendar for matching color and overall quality. This year prints are not required with digital submissions. The editors will produce the reference prints. Prints may be submitted at the discretion of the photographer.
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 optical (CD or DVD) discs that are 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 CD or DVD rather than in sub-folders.
6. Labeling.
 - a. The disc must be labeled with:
 - i. The photographer's name.
 - ii. "CVNP Calendar 2017."
 - 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).
7. Each reference print should be labeled with:
 - a. YOUR NAME.
 - b. CVNP Calendar 2017.
 - 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.

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, if any.
3. Two completed inventory forms 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 2017 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. 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 that occurs during shipping or while in transit.

