



FEDERATION OF CANADIAN ARTISTS
1241 Cartwright St. Vancouver | BC V6H 4B7
gallery 604- 681- 8534 | fcagallery@artists.ca | www.artists.ca

JURIED SHOWS SUBMISSION GUIDELINES: DIGITAL & SLIDE

The following guidelines provide specifications for the submission of digital and slide images for regular juried shows and other circumstances for which the Federation may request submissions.

The guidelines are intended for images produced by digital cameras; however they are also applicable for scanned images. For juried shows, only the image(s) may be submitted electronically to the Federation or alternatively a slide may be submitted. The paper juried show entry form, jury fee payment, and self-addressed stamped envelope still need to be sent by surface mail or hand delivered to the Federation.

Recommendation: Paperwork First; Image Second

Mailing or delivering the completed entry form, return envelope and payment PRIOR to submitting the emailed digital image allows the Gallery Manager to match the paperwork and image much easier. Submitting the entry paperwork before the image also gives the Gallery Manager time to inform the submitter if the image hasn't arrived or is misnamed. Please submit entry in sufficient time prior to the deadline to allow for problem resolution.

DIGITAL

Steps for Submitting Digital Images

Image Specifications

1. Must be a true copy of the original art work in values, intensity and colour.
2. File format must be JPEG (.jpg) only. Non-JPG files will NOT be converted by the Gallery.
3. Name File Name file as follows: last name, first name or initial, title of work, size, and medium.
Example - Smith, R, Fresh Flowers, 10x20, Acrylic.jpg
4. Minimum 24-bit true colour or 8-bit gray scale for black & white images.
5. Image resolution must be at least **4" x 5" (1200 pixels x 1500 pixels) at 300 ppi**. This high resolution is required for publishing work in *Art Avenue* magazine.
6. Recommended maximum image size is 2000 pixels on the largest dimension (either height or width).
7. As per slide transparencies, images must be cropped so that only the picture is visible. Use a photo or image editing program to remove unwanted parts.

Note: Poor quality images will be returned without being considered by the jury. Poor quality includes anything other than the art showing in the digital image. i.e. no frames, mats, easels, steps, etc. showing; images that are not square, over or underexposed, or with excessive glare from sun or flash.

Submitting the File

1. Attach the file to an email addressed to the Gallery Manager at fcagallery@artists.ca
2. Verify that the file has actually been attached and is readable before sending the file. Once the graphics file is attached to the email, if you double click on the file name it should appear in whatever graphics viewer plug-in that your browser is using. If you can see it, it is attached and readable and ready to send. Close the graphics viewer. NOTE: This feature may not be available if you are using the Netscape web browser.
3. In the "Subject" line of the email put the title of the show you are entering.
Example: Changing Light Juried Show

4. Send: Send the email to the Gallery Manager at fcagallery@artists.ca
5. On the paper show entry form check the "Digital Image Submitted" box (if available.) If the box is NOT on the form, under the "FCA PAINTING LABEL" write "Digital Image."
6. Send entry form, stamped, self-addressed return envelope, and fee payment by surface mail or hand delivery to: Federation Gallery, 1241 Cartwright Street, Vancouver, BC V6H 4B7.
7. Declined images will NOT be returned and will not be kept on file by the Federation after the jurying is completed so make sure you still have the original or a copy on your storage medium.

NOTE: There is no confirmation from the Gallery of received images. Submitters are recommended to use the automatic delivery notification option available with their email program.

CAUTION

Please ensure your out going file is scanned by an up-to-date virus checker program. Incoming files with detected viruses are automatically deleted by the Federation's virus checker. Therefore, if your email was infected and deleted, the Gallery Manager will not know that you had submitted an image file. The Federation assumes no responsibility or liability for undelivered or deleted files and emails.

Photo/Image Editing Programs

The programs listed below are just some programs illustrative of photo editing software available at different price points and do not cover all the programs that are available. The Federation of Canadian Artists does not endorse, nor recommend, nor warrant any of these programs or that they are suitable for the purposes described. Users are suggested to thoroughly investigate the programs and their capabilities before buying. Computer hardware upgrades may be necessary to run these programs. Prices and/or products are subject to change.

All of these products to lesser and greater degrees provide tools for graphic format conversion, image cropping, changing colour intensity, sharpening effects and printing. Generally, the more expensive the product, the more manipulating that can be done to the image.

Website: <http://www.irfanview.com/> - Freeware - ARCSOFT PhotoStudio

Website: <http://www.arcsoft.com/en/products/photostudio/> - Paint Shop Pro

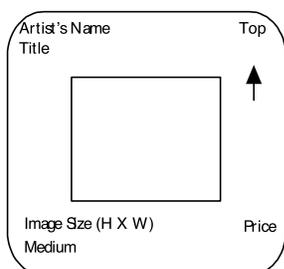
Website: <http://www.jasc.com/products/paintshoppro> - Adobe Photoshop Elements

Website: <http://www.adobe.com/products/photoshopelwin/main.html> - Adobe Photoshop

Website: <http://www.adobe.com/products/photoshop/main.html>

SLIDE

Steps for Submitting Slides



- Slides must be 35mm colour in a 2" x 2" plastic mount. Glass slides are not admissible.
- Write on the slide the Artist's Name, Title of Work, Image Size, Medium, and Framed Price, and indicate which direction is up, as per illustration.
- Do not put cropping tape on the outside of the plastic mount. This jams the projector. Tape should be applied to the film itself.

Mailing Jury Submission Form

- A) Completed jury submission form;
- B) A stamped self-addressed return envelope;
- C) Fee payment,

Insert into a delivery envelope.

6. Submit: Please submit the paperwork FIRST, ahead of the image submission. Getting the paperwork in advance of the image allows the Gallery Manager to match the emailed image easier and would assist her in identifying any missing emails prior to the deadline.

Deliver the submission paperwork by surface mail or hand delivery to the: Federation Gallery, 1241 Cartwright Street, Vancouver, BC V6H 4B7.