DIGITAL SUBMISSIONS CHEAT SHEET

If you've read the COPS Image Evaluations Guide and are ready to submit a digital image for evaluation, or the digital copy of your print submission, this is the place to be – you will find all the essential information you need to complete the submission process.

To properly prepare your digital image, skip to the next section, *Preparing Your Digital Image*, below, then return here to finish the submission process.

All digital images must be submitted by the submissions deadline, as defined in the COPS Image Submission General Information.

SUBMITTING AN IMAGE

Once your image is properly sized, named, and ready to submit, send it to us as follows:

1. Click on the following email address link – your email program should open with this address already filled in the **To:** field.

   ⇒ ⇒ ⇒ **copssubmissions@gmail.com**

   If the **To:** field does not contain the above address, simply copy/paste from above, or key it in.

2. In the **Subject:** field type **Image Submission from** followed by **your name**.

3. Now, **attach** the image you are submitting.

   Note: ATTACH ONLY ONE IMAGE PER EMAIL. Submitting one image per email will allow the Evaluations Director to ask for a resubmission of an incorrect image without affecting any correct images.

4. **Send** the email.

In a few minutes, you should receive a confirmation email indicating that your submission has been received.

Repeat this procedure for each print and/or digital image you are submitting for this evaluation.

Congratulations! You have now completed the digital image submission process.

Refer to *Preparing Your Digital Image* below to properly prepare your digital image files for submission. It refers to both the digital image submissions for evaluation, and the digital copies of print submissions.

Note: For an in-depth explanation of this material, refer to the [COPS Image Evaluations Guide](#) document.

PREPARING YOUR DIGITAL IMAGE

There are two aspects to properly preparing your digital image for submission: ensuring that the Image Quality meets the standard and ensuring that the Image File Names are correct. These are discussed in the following sections.

IMAGE QUALITY

The following table summarizes the quality characteristics required of an image to make it acceptable for digital submission: These characteristics apply to both the digital submissions and the digital copies of print submissions.

Characteristic	Description
File Format:	"JPEG" or "JPG"
File Quality:	The highest quality your equipment, system, or work-flow can produce.
	For out-of-the-camera JPEG images, check your camera manual to ensure you are using the correct setting, or ask another member for assistance.
	If you create your JPEG file in software, save the file, or export it, using the highest quality settings available. Again, consult your software manuals, or ask another member for assistance.
Colour Space:	sRGB
	(this is the default for JPEG, so don't worry about it)
	Note: Images may be submitted in colour, black & white, or monochrome for any theme.
Image Size:	1400 x 1050 pixels
	1400 pixels on the horizontal side 1050 pixels on the vertical side Square images are limited to 1050 pixels on both sides.
File Size	1.8 megabytes is the largest file size we accept.

More specifically …

A <u>horizontally-oriented image</u> (commonly called "landscape" mode) must be no more than of 1400 pixels wide on the horizontal axis, and up to, but no more than, 1050 pixels tall on the vertical axis.

A <u>vertically-oriented image</u> (commonly called "portrait" mode) must be no more than 1050 pixels tall on the vertical axis; and by being a vertically-oriented image, it will by definition be less than 1050 pixels wide on the horizontal axis. If it is wider than 1050 pixels on the horizontal axis, then it is a horizontally-oriented image, and the sizing rule above for a horizontally-oriented image applies.

Note: When creating your final JPEG image for submission, whether out-of-the-camera or via software, you must check both the horizontal and the vertical dimensions of the final file, to ensure they both fall within the required size limits.

Images that exceed these size limits will be disqualified from evaluation.

IMAGE FILE NAME

When you create your digital image for submission, you must also ensure that it is named correctly, so that it is included and evaluated in the appropriate theme group. To ensure that we handle the image correctly for evaluation, the name must include four key pieces of information:

> **<medium><theme>**,**<image_title>**,**<your_name** >.jpg
>   (1)   (2)   (3)

Where:

1. **<medium>** is a single letter representing the medium in which the image is submitted:
    > D = Digital – will be projected on the big screen for evaluation
    > P = Print – a matted print will be displayed on the shelf for evaluation
2. **<theme>** is a single letter representing the theme under which the image is to be judged (see the table below for a list of the themes).
3. **<image_title>** and **<your_name>** are self-evident.

<medium><theme>, **<image_title>**, and **<your_name>** must be separated from each other in the filename by commas.

The themes, associated single letter for **<theme>**, and the overall naming convention are defined in this table:

THEME	FILE NAME
Monthly Challenge	\<medium>**Z**,\<image_title>,\<your_name>.jpg
Architecture	\<medium>**A**,\<image_title>,\<your_name>.jpg
Creative	\<medium>**C**,\<image_title>,\<your_name>.jpg
Documentary	\<medium>**D**,\<image_title>,\<your_name>.jpg
Fine Art	\<medium>**F**,\<image_title>,\<your_name>.jpg
Landscape	\<medium>**L**,\<image_title>,\<your_name>.jpg
Nature	\<medium>**N**,\<image_title>,\<your_name>.jpg
People	\<medium>**P**,\<image_title>,\<your_name>.jpg
Still Life	\<medium>**S**,\<image_title>,\<your_name>.jpg
Open	\<medium>**O**,\<image_title>,\<your_name>.jpg

The themes outlined above are described more fully in the [COPS Image Evaluations Guide](#).

Some examples of correctly named images:

DN,Hooded_Merganser_Fishing,Joe_Smith.jpg
would be a photo of a Hooded Merganser hunting for food, submitted by Joe Smith in the Nature theme. The image is in Digital form, so it will be projected.

PC,Blue_on_Blue,Sally_Jones.jpg
would be a photo in the Creative theme, incorporating several shades of blue in a creative and unusual way, submitted by Sally Jones. The image is submitted as a Print, so it will be shown on the display shelf.

FOR PRINT IMAGES: Please ensure that the \<theme> and \<image title> portions of the filename match the information you provide on the Print Label. Otherwise your print may not be matched to the digital image sent.

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