



**SOUTHERN CALIFORNIA COUNCIL OF CAMERA CLUBS  
(S4C)**

**COMPETITION HANDBOOK  
2010-2011**

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## 1. INTRODUCTION AND OVERVIEW

The Southern California Council of Camera Clubs (S4C) is a member of the Photographic Society of America (PSA). The Council consists of a number of photography clubs. The Council's primary objective is to conduct photography competitions among member clubs and among individual members of those clubs. The Council has chosen to follow PSA guidelines in the conduct of these competitions.

This handbook describes S4C's current requirements and guidelines governing these competitions. It is intended for clubs and their members considering entry into one or more of S4C's photography competitions. Since details of these requirements may change from time to time, entrants are encouraged to check from time to time the S4C Competitions Home Page at:

[http://www.pcms-photo.org/s4c\\_competitions](http://www.pcms-photo.org/s4c_competitions)

This handbook details requirements for entrant eligibility (Section 2); the competition schedule (Section 3); the competition structure (Section 4); requirements for images submitted to each competition (Section 5); assignment of Skill Levels to entrants (Section 6); certain restrictions on the number of images submitted to a competition and reasons for disqualification (Section 7); judging methodology and judging results (Section 8); competition standings and communication of competition results (Section 9); specific image submission requirements and details (Section 10); requirements and conduct of the Interclub competition, a special competition among clubs rather than individual entrants (Section 11); and of the end of year judging (Section 12).

For questions, corrections, or comments on this handbook, please email:

[s4cinfo@pcms-photo.org](mailto:s4cinfo@pcms-photo.org)

## 2. ENTRANT ELIGIBILITY

To enter an S4C competition, an entrant must be a current member of a club that is a member of S4C. Please be sure to check with your club president as to whether your club is a current member of S4C.

### ***Uniform Entry Number (UEN)***

Any member of an S4C club entering an S4C competition must have a Uniform Entry Number (UEN). The UEN is used to identify the entrant in all competitions. Once assigned, it may be used for so long as the entrant is a current member of an S4C club.

Requests for UENs must be received at least 2 weeks prior to the first competition at which it will be used (late requests are granted from time to time when practicable, but the entrant should not depend on it). A UEN is requested by completing an online form and emailing it to S4C. The S4C UEN Request Form can be found at:

[http://www.pcms-photo.org/s4c/s4c\\_uen/S4C\\_uen\\_request\\_form.pdf](http://www.pcms-photo.org/s4c/s4c_uen/S4C_uen_request_form.pdf)

Note: All links to web pages in this documents may contain underscores that may not be easily visible due to the underlining. Readers should assume there is an underscore wherever it may appear to be a space, since spaces are not allowed in web references (URLs). If the reader is online while viewing this document, the links are 'hot', that is, clicking on the link will connect to the referenced web page.

### **3. COMPETITION SCHEDULE**

S4C competitions are held in October, November, December, January, February, March, and April, those months comprising the S4C Competition Year. Competitions are normally held the second Saturdays of each of those months. However, the schedule may vary according to facility availability.

Click here for the current schedule and for driving directions to the meeting location:

[http://www.s4c-photo.org/saturday\\_sched.html](http://www.s4c-photo.org/saturday_sched.html)

The day's events start promptly at 9:00 am. Doors open at 8:00 am to allow time for setup and preparation and for the submission of print entries (see Section 10).

Note: The Competition Year 2010-2011, for example, is often just abbreviated to Competition Year 2011, that is, named for the year in which the last month of the Competition Year occurs.

Following the immediate end of the Competition Year, a special Year End judging (see Section 12) is held. Images submitted to this special judging consist of all those images that have won HMs or Awards during the Competition Year. Winners of the Year End judging are announced at the Annual Banquet, held in June following the end of the Competition Year.

### **4. DIVISIONS AND SECTIONS**

S4C conducts competitions within four Divisions: Pictorial (Digital and Print), Nature (Digital), Photo Travel (Digital), Photojournalism (Digital). Procedures and requirements for entries are described in Section 10.

Within each of these Divisions, there are one or more Sections. A Competition is held within each Section, each with its own rules and requirements. Current Sections are listed in Appendix 1.

Except for the Interclub Color Section (Digital) of the Pictorial Division, all Section Competitions are entered by individuals

Each Section is headed by a Section Chair who is responsible for image intake and communication with entrants regarding results and eligibility of submissions.

### **5. SECTION DEFINITIONS AND REQUIREMENTS**

All images entered into a Section Competition must follow requirements established for that Section Competition. These are listed in Appendix 2. However, these definitions and requirements may change from time to time. The most current definitions can be found on the S4C Competition website at:

[http://www.pcms-photo.org/s4c\\_competitions/divdefs/divdefs.html](http://www.pcms-photo.org/s4c_competitions/divdefs/divdefs.html)

Entrants should take care to familiarize themselves with the definitions applicable to any Section that they enter. In addition to the Special requirements of each Section, General Requirements are as follows:

**All Entries**

Without exception, the original image must be made by the entrant on photographic emulsion or acquired digitally. All images must be original and may not incorporate elements produced by anyone else. Subject to Divisional restrictions (see below), images may be altered by the maker, and artwork or computer graphics created by the entrant may be incorporated, if the photographic content predominates. Images may not be constructed entirely within a computer.

**Reality-Based Divisions**

The Nature, Photo Travel, and Photojournalism Divisions are all termed 'Reality-Based Divisions' because images entered are required to represent what the photographer actually saw. In addition to the definitions applicable to each of these Divisions, the following special rules apply:

- Borders are allowed with any Reality-Based Division entry/image, but must not exceed 2 pixels in width and must be white or a shade of grey.
- Techniques that add to, relocate, replace or remove any element of the original image, except by cropping, are not permitted. Techniques that enhance the presentation of the image, without changing the basic content\*, are permitted. All adjustments must appear natural. The removal, or manipulation, of colors contained within the original image to enable the production of a totally monochrome image is permitted.

\* Nature Story, Photo Travel Content, or PJ Story as appropriate.

**6. SKILL LEVELS**

Prior to entering a Section Competition, Entrants are assigned to 'Skill Levels'. Skill Levels are: E (Evaluation), A, AA, and AAA. Each Section Competition may operate at one or more of the available Skill Levels.

Except for the E Skill Level, Skill Levels are assigned based on past performance by the Entrant in that particular Section or in a similar Section. The E Skill Level (Evaluative) is used for the first year for new Entrants in a particular whose work in that Section is unknown.

Following the end of each Competition Year, the S4C Board assigns each Entrant who has previously entered a Section Competition to an appropriate Skill Level for the following Competition Year as performance warrants. Entrants who enter a Competition Section for the first time during a Competition Year are assigned by the Competition Chair to a Skill Level for the balance of that Competition Year.

Skill Levels cannot be changed in the middle of a Competition Year.

**7. ENTRIES**

Each submission by an entrant into a single S4C Section Competition is termed an Entry. Each entry consists of up to 2 images (except for Interclub – see Section 11), not counting Makeups (see below) that conform to the rules and requirements of the Section Competition.

## ***Makeups***

Since (except for Interclub) two images are allowed per Entry per month, a total of 14 images may be submitted to a given competition during a given Competition Year. An entrant may 'make up' for any images not entered earlier in the Competition Year by entering additional images later in the same Competition Year. However, a maximum of two makeup images may be submitted during any month into a given Section competition.

Thus, in any given month, an entrant may submit up to four images: a Regular Entry consisting of up to two images and, if available, a Makeup Entry consisting of up to two images. Note that submitting images ahead of schedule is not permitted, that is, the number of images submitted year-to-date may not exceed the number of elapsed competition months times the number of images permitted per entry (two, except for Interclub which is four).

Entrants should note that there may not be time in the balance of the Competition Year to make up for several competitions missed earlier in the year.

A judge (see Section 8) may not enter makeups in any month that s/he is judging.

## ***DQ's (Disqualifications) and Revokes***

Any image that does not meet the conditions of entry may be disqualified by either the Section Chair prior to competition; by one or more judges during the judging; or by the Section Chair after the judging. For images submitted into digital competitions in advance of the submission deadline, Section Chairs will attempt, if time allows, to advise entrants of any potential problems so the entrant has time to make any corrections or to substitute images prior to the submission deadline.

If an image is DQ'ed by a judge in the last competition month of the year, a discussion will be held among all judges to consider the matter. If the consensus is that the image should not be DQ'ed, the DQ'ing judge may reconsider his/her score.

Images may be disqualified for any of the following reasons:

- The image does not meet requirements of the Section Competition or of general competition requirements (see Section 6 on Section Definitions and Requirements);
- The image does not meet entry Submission Requirements (see Section 10 and Section 11);
- The image violates Image Duplicate Entry limitations (see next subsection), such as if it has already won an HM or an Award in the same Division.

If an image is DQ'ed in any month except April, the Entrant is entitled to submit a make-up substitute image in any subsequent month for the same Competition Year in addition to any other makeups to which the Entrant may be entitled (see above). For this reason, there are occasions when the Entrant may find s/he is entitled to submit five or more images in any given month. If a judge DQ's an image, s/he will give the reason for the decision, and this reason will subsequently be communicated to the Entrant.

An image that is retroactively DQ'ed by the Section Chair after the actual judging is termed a Revoked image. An image is normally only revoked because it is subsequently found to have violated the Duplicate Entry require-

ments.

Occasionally, new Sections and Section Competitions are started that may be launched during the Competition Year. This will, of course, mean that the number of allowed images may be fewer than 14 according to the month of launch.

### ***Image Duplicate Entry***

With the exceptions noted below, an image that has won an Award or an HM (see Section 8) in any Section of any Division can never be re-entered in any Section of the same Division (however, it may be resubmitted as many times as the Entrant desires until such time as it may receive an HM or an Award).

The image can only be re-entered into another Division's competition in a subsequent Competition Year (that is, a Competition Year subsequent to the Competition Year in which it first received an Award or an HM).

Exceptions to this rule are as follows:

- Images that have won an HM or Award in any Print competition can be re-entered into any Digital competition in a subsequent Competition Year, or vice-versa.
- With the exception noted in (1), once a manipulated (including conversion to monochrome for purposes of entering a Monochrome competition) image has received an HM or an Award in any Pictorial competition, the original base image may not be re-used with another manipulation (including conversion to monochrome) for entering the same or any other Pictorial Division competition.
- For these purposes, the base image is the image – or any substantial part or major focal point of that image - first entered into any competition (and that received an HM or an Award), or any image from which that first image was derived

### ***Titles***

Regardless of how many times it is entered into however many Divisions, the same image - whether digital or print - must always bear exactly the same title. However, an image entered into Monochrome may have the abbreviation mono or bw appended. Furthermore, an image entered into Creative may be titled differently from the original image(s) from which it was derived).

Titles of images may not exceed 35 characters. The characters may not include any of the following reserved characters: \*,\$,!,%,#,,=,?.

This limitation of 35 characters includes any 'qualifiers' used for the maker's convenience to distinguish images that would otherwise have the same title. Apart from such qualifiers, titles must be composed of understandable words or common acronyms; no digits are permitted in this part of the title (use 'Two Flowers' rather than '2 Flowers'). Any qualifiers are limited in length to 5 characters plus, if required, an additional optional qualifier to indicate that the image is a monochrome version (Mono or BW). Thus, for example:

The Rain In Spain 508-2 BW

is acceptable.

## ***Files and Filenames***

Digital entries should be in jpeg format dimensioned so that the longest dimension does not exceed 1024 pixels.

The filename must consist of the entrant's UEN plus the image title separated by an underscore (with, of course, the .jpg following). Thus, using the above example, the corresponding filename would be:

72\_The Rain In Spain 508-2 BW.jpg

## **8. JUDGING, SCORING, HMs & AWARDS**

Competitions are judged and scored by three judges selected by the Judge Selector (an S4C position). Judges are selected from either S4C member clubs or from outside the S4C family. However, two or all of the judges may not be members of the same S4C member club. Furthermore, none of the judges in the last month of the Competition Year (April) may be active participants in club or S4C competitions.

A scoring machine is used to ensure that the scoring is 'blind', that is, each judge is unaware of any other judge's decision before making his/her own decision. Each judge gives each image a score of 5 to 9 (DQed images are given a score of 3, but this may depend on the scoring system used). All Skill Levels are judged together, but the judges are not aware of the Entrant's Skill Level for any given image.

Thus each image may receive a score as high as 27. Images rarely score below 18 unless DQed.

A judge will recuse herself or himself if there is a clear conflict of interest. Thus a judge will recuse if the image under consideration is her or his own image or that of a close relative or partner. In the event a judge recuses, the image will receive the average of the other two judges' scores, rounded up.

Regardless of the recusal rule, judges may not enter makeups into any competition they are judging.

### ***HMs and Awards***

Following the judging of each Section's competition, the President (or his/her substitute) and Section Chair will review the distribution of scores in each Skill Level and determine the appropriate ranges of scores for allocation of Honorable Mentions (HMs) and Awards. These ranges will be announced, together with a presentation of the HM and Award images for each Skill Level, and the names of the makers. At the President's discretion either HM's or Awards or both may not be awarded if there are insufficient entries in the Section/Skill Level.

## **9. STANDINGS & REPORTS**

Scores for each image of each Entrant in each Section Competition are aggregated into Standings Tables for each Section within that Section. At the end of the year, the highest scoring Entrants in each Skill Level receive Gold, Silver and/or Bronze medals depending on the final standings. Silver and/or Bronze Medals are only awarded if there are sufficient eligible Entrants and images submitted for the particular Skill Level.

The latest Standings Tables are posted each month on the S4C website, normally within a week following the competitions. These Standing Tables can be found at

[http://pcms-photo.org/s4c\\_competition\\_reports/s4c\\_competition\\_reports.html](http://pcms-photo.org/s4c_competition_reports/s4c_competition_reports.html)

Within two weeks (or sooner at times) following the monthly competitions, each Entrant for whom S4C has a valid email address receives a comprehensive report tabulating all the images submitted by the Entrant year-to-date, scores received, and any HMs and Awards. Each Entrant also receives an annual report of all images in the S4C database that Entrant has ever submitted and that have received HMs or Awards. These reports are to assist the Entrant to ensure s/he does not violate the Image Duplicate Entry requirements (see Section 7).

Scores for individual prints are also written on the label (see Section 10) affixed to the back of each entered print.

## 10. SUBMISSION REQUIREMENTS & DEADLINES

There are specific submission requirements for digital competitions and for print competitions.

### *Digital Competitions*

All the Section Competitions in the Nature, Photo Travel, and Photojournalism competitions are Digital. The Pictorial Division hosts both Digital and Print competitions.

Entries into the digital competitions must conform to requirements detailed in this Handbook. They must be submitted by email following instructions detailed in Appendix 3.

**All emailed submissions must be received not later than 11:59 pm on the last day of the month immediately preceding the competition (September 30 for the October competition, for example).**

### *Print Competitions*

There are three Print Sections within the Pictorial Division: Monochrome, Small Color, and Large Color. Prints submitted to these Sections must comply with the following requirements:

- Prints must be submitted either unmounted or on lightweight mounts. Overmatting is not permitted.
- Prints submitted to Small Color or Monochrome Sections must be 8.5 x 12 inches maximum, including any mount.
- Prints submitted to the Large Color Section must be 16 x 20 inches maximum, including any mount.

**All print titles must be pre-entered** following instructions and using entry forms that can be found at:

[http://www.pcms-photo.org/s4c\\_competitions/printentry/printentry.html](http://www.pcms-photo.org/s4c_competitions/printentry/printentry.html)

The Entry Form should be downloaded, completed, and emailed following the instructions on the form **not later than 11:59 pm on the last day of the month preceding the competition** (September 30 for the October competition, for example).

Pre-printed labels will be available at the meeting to be affixed to the prints at that time. These are specially coded to facilitate judging. Entrants should not affix their own labels.

The prints themselves are entered at the meeting on the day of the competitions (see Section 3). **The cutoff time for entry is 8:45 am.**

Prints whose titles have not been pre-entered on the requisite form or that have not been handed in (either directly or via the mail-in option) by 8:45 am on the day of the competition will not be accepted into competition.

**Prints must be taken home after each competition by the entrant or the entrant's designee. However, any prints that have won an HM or an Award during the competition year must be brought to the April competition to be eligible for the End of Year Judging (see Section 12). They will be retained by the Print Chairperson(s) but must then be picked up by the Entrant at the Annual Banquet.**

**A digital image of any print that has won an HM or an Award must be emailed to the Print Chairperson(s) prior to 5 days following the last Competition of the year. Failure to do so will result in the image not being eligible for the End of Year Judging.**

## **11. INTERCLUB (Digital)**

The S4C Pictorial/Color Division hosts one competition that is for S4C member clubs to enter rather than individuals: namely the Digital Interclub Section Competition. The Interclub competition includes the A, AA, and AAA Skill Levels. Each club can submit as many as one entry from each Skill Level.

Entries into the interclub competition must conform to requirements detailed in this Handbook. They must be submitted by email following instructions detailed in Appendix 3.

**All emailed submissions must be received not later than 11:59 pm on the last day of the month immediately preceding the competition (September 30 for the October competition, for example).**

Entries for each club are all coordinated by an individual designated by the club as the Interclub Coordinator (IC), although an IC's alternate may actually submit each entry in any given month. In any given month, however, all entries must be transmitted by the designated individual for that month whether it be the IC or his/her alternate for that month. The Club IC designates the Skill Level of each Entry.

An Interclub Entry at each Skill Level (see Section 5) consists of up to 4 images. Up to 4 makeup (see Section 7) images are allowed to compensate for missed or deficient Entries earlier in the Competition Year. As with individual competitions, extra makeups are allowed to compensate for DQ's or Revokes (see Section 7).

So in December, say, a club could submit 3 entries constituting 12 images in total: one entry (4 images) at Skill Level A; one at AA; and one at AAA. In addition the club could be submitting makeup images to which they might be entitled.

An individual who is a member of several clubs can only submit Interclub entries through a single club and at a single Skill Level in a given Competition Year. S/he can switch the designated club in the subsequent Competition Year.

The four images in a regular Entry at a given Skill Level must consist of images from four different club members. The total number, including Makeups, of images from a particular member must not exceed the number of competition months elapsed since the beginning of the Competition Year. The following example might clarify this rule:

Club A entered 4 images, including 1 from Member B in October at Skill Level AA (say), none in November; and 8 images in December, of which 4 were makeups. Then 2 of the 8 images in December can be from Member B. Member B thus has 3 images in total submitted through December, 3 competition months having elapsed.

A given entrant's images must all be entered at the same Skill Level during the same Competition Year. That Skill Level is normally the Skill Level at which the entrant participates in the Pictorial Color section.

Care must be taken by the club to ensure that images entered do not violate the Duplicate Entry requirements (see Section 7). Because Section competitions are coordinated by different individual Chairs, duplicate entries may not be discovered until the judging or later, resulting in DQs or Revokes (see Section 7).

Standings Tables are maintained for clubs just as for individuals (see Section 9) based on total aggregate points accumulated from the club entries. HMs and Awards, however, are attributed to the individual image makers.

In addition to other recusal requirements (see Section 8) judges must recuse themselves from scoring images entered by their club. The image then receives an imputed score for that judge of the average of the other two judges' scores, rounded up. To ensure this is practicable, no more than one judge can be from the same club.

## **12. END OF YEAR JUDGING**

All images that have won an HM or an Award in any given Section Competition are automatically entered, following the last month of competition (April), into a Year End Judging organized by the Competition Chair. Judges are selected from among PSA member clubs that are not themselves members of S4C.

The judges select Best Of Show, Gold, Silver, and Bronze medals that are awarded and presented at the Annual Banquet in June following the close of the Competition Year. Other special subject medals may also be designated for that Competition Year at the discretion of the President. However, not all medals may be awarded in any given Section Competition, depending on the number of Entrants involved in the Section Competition that year, the number of eligible images entered into the Year End Judging, and the number of Skill Levels involved (no Best of Show medal is awarded, for example, if there is only one Skill Level).

See Section 10 for particular requirements of entrants with prints eligible for the End of Year Judging.

## **APPENDIX 1: CURRENT COMPETITIONS**

Competitions are currently conducted in the following Divisions/Sections:

Pictorial Division (Digital):

- Interclub Color (for clubs only – see Section 11)
- Individual Color
- Creative
- Monochrome

Pictorial Division (Print):

- Monochrome
- Large Color
- Small Color

Nature Division (Digital):

- Nature General
- Nature Wildlife

Photo Travel Division (Digital):

- Photo Travel General

Photojournalism Division (Digital):

- Photojournalism General
- Photojournalism Human Interest

## **APPENDIX 2: SECTION DEFINITIONS**

The most current definitions for each Section can be found at:

[http://www.pcms-photo.org/s4c\\_competitions/divdefs/divdefs.html](http://www.pcms-photo.org/s4c_competitions/divdefs/divdefs.html)

As of the date of this Handbook, however, the definitions are as follows (see also Section 5 for general requirements and special requirements for the Reality-Based Divisions” Nature, Photo Travel, and Photojournalism; Section 7 for Duplicate Entry restrictions; and Section 10 for Submission Requirements).

***Pictorial Color (D,P):***

(including Pictorial Interclub Color (D), Pictorial Individual Color (D), Pictorial Large Color Print (P), Pictorial Small Color Print (P))

Pictorial Color images are judged both for their technical and pictorial merit. The image must be properly exposed, be appropriately in focus, and have appropriate depth of field. A Pictorial Color image should have strong composition, pleasing quality, and color impact. Images eligible for entry into the Pictorial Monochrome Section\* are not permitted. The content is unrestricted.

\* That is, images that are black and white, or black and white plus one fully-toned color.

Special Note for Prints (P): Prints are judged not only for subject matter and impact - that is their pictorial content - but also for technical print quality. Beyond the standard definitions for Pictorial Color and Pictorial Monochrome images as defined below, print quality and presentation are also considered: including, for example the paper texture used or, where applicable, the quality of mounting and/or matting - and their suitability for the subject matter.

***Pictorial Creative (D):***

Pictorial Creative is defined as altered reality that is apparent to the viewer. Pictorial Creative images are judged both for their technical and pictorial merit. The image should have strong composition, pleasing quality, and color, texture, pattern, and/or tone impact. The appropriateness of the technique selected to create altered reality is considered in judging. The content is unrestricted.

***Pictorial Monochrome (D,P):***

(including Pictorial Monochrome (D), Pictorial Monochrome Print (P))

Pictorial Monochrome images are judged both for their technical and pictorial merit. The image must be properly exposed, be in focus, and have appropriate depth of field. A Pictorial Monochrome image should have strong composition; pleasing quality; and texture, pattern, and/or tone impact. The content is unrestricted.

Monochrome images must be black and white, or black and white plus one fully-toned\* color.

\*Fully-toned means that a *single* tint (such as cyan or sepia) is applied across the *entire* image.

***Nature General (D):***

Nature photography is restricted to the use of the photographic process to depict observations from all branches of natural history, except anthropology and archeology, in such a fashion that a well informed person will be able to identify the subject material and to certify as to its honest presentation. The story telling value of a photograph must be weighed more than the pictorial quality while maintaining high technical quality. Human elements shall not be present, except on the rare occasion where those human elements enhance the nature story. The presence of scientific tags or radio collars on wild animals is permissible. Photographs of artificially produced hybrid plants or animals, mounted specimens, or obviously set arrangements, are ineligible, as is any form of manipulation, manual or digital, that alters the truth of the photographic statement.

### ***Nature Wildlife (D):***

In addition to the requirements for Nature General:

Authentic Wildlife is defined as one or more organisms living free and unrestrained in a natural or adopted habitat. Therefore, landscapes, photographs of zoo animals or photographs of game farm animals (regardless of the game farm's use of wildlife terminology), or any living subject taken under controlled conditions are not eligible for Wildlife competitions.

### ***Photo Travel General (D):***

A Photo Travel image must express the feeling of a time and place, and portray a land, its people, or a culture in its natural state. Photo Travel images have no geographical limitations. Ultra close-ups which lose their identity, studio-type model shots, or photographic manipulations which misrepresent the true situation or alter the content of the image are unacceptable.

### ***Photojournalism General (D):***

Photojournalism entries shall consist of images with informative content and emotional impact, including human interest, documentary, sports, and spot news. The storytelling value of the image shall receive priority over pictorial quality. In the interest of credibility, PJ images must not misrepresent the truth. No situations shall be set up for the purpose of photography.

### ***Photojournalism Human Interest (D):***

In addition to the requirements for Photojournalism General:

Human Interest images depict a person or persons in an interactive, emotional, or unusual situation, excluding sports action. Click [here](#) for Guidelines for Human Interest Images.

### ***Manipulation in Reality-Based Divisions:***

In any of the reality-based Divisions (Nature, Photo Travel, and Photojournalism) techniques that add to, relocate, replace or remove any element of the original image, except by cropping, are not permitted. Techniques that enhance the presentation of the image, without changing the basic content\*, are permitted. All adjustments must appear natural. The removal, or manipulation, of colors contained within the original image to enable the production of a totally monochrome image is permitted.

\* Nature Story, Photo Travel Content, or PJ Story as appropriate.

## APPENDIX 3: EMAILING ENTRIES

Images that are part of an entry should be submitted as attachments to a covering email as described below. All entered images may be attached to the same email (preferred) or each may be attached separately to duplicates of the same email.

See Sections 2,4,5,6,7,10, and 11 for details on submission requirements including information on titles, naming files, and image formats and sizes.

**Entries must be received no later than 11:59 PM on the last day of the month immediately preceding the competition** (for example, September 30 for the October competition).

Questions? Send email to:

[s4cinfo@pcms-photo.org](mailto:s4cinfo@pcms-photo.org)

### ***Individual Competitions:***

Images that are part of an entry should be submitted as attachments to a covering email (see below for the email destinations for the different sections).

The **subject line** of the covering email should follow the format:

S4C [Competition Month]: [Competition Name] [UEN]

For example, the subject line might be as follows:

S4C October: Nature Wildlife 832

The **body of the email** should contain the following information:

Name (of entrant)  
 UEN (of entrant)  
 Competition (name)  
 Month (of competition)  
 Image 1 (title) [add an asterisk at the end if a makeup]  
 Image 2 (title) [add an asterisk at the end if a makeup]  
 Image 3 (title) [add an asterisk at the end if a makeup]  
 Etc

For example:

Name: Pat Smith  
 UEN: 832  
 Competition: Nature Wildlife  
 Month: October  
 Title 1: Hungry Bear  
 Title 2: Sleeping Tiger  
 Title 3: Humming Hummingbird\*

The titles **should be exactly the same** as on the titles used in the filenames of the attached image files (**of course, the filenames themselves have the title preceded by the UEN\_, and followed by .jpg**). Regular titles should come first followed by makeups. If each image is attached to a separate email, all the above information should be repeated in each copy of the covering emails.

Please capitalize the first letter of each word (including small words) but not the whole word! And please use spaces to separate words not underscores (or anything else) unless you mean it to be part of the title.

**Send emails and attached images to the correct email address for the particular Section:**

s4ccolorind@pcms-photo.org for Pictorial Color Individual  
 s4ccreat@pcms-photo.org for Pictorial Color Creative  
 s4cmono@pcms-photo.org for Pictorial Monochrome  
 s4cnatgen@pcms-photo.org for Nature General  
 s4cnatwild@pcms-photo.org for Nature Wildlife  
 s4ctrav@pcms-photo.org for Photo Travel General  
 s4cpj@pcms-photo.org for Photojournalism General  
 s4cpjh@pcms-photo.org for Photojournalism Human Interest

***Interclub:***

Entries and attached images should be emailed to:

s4cinter@pcms-photo.org

The Subject Line of the covering email should follow the format:

S4C [Competition Month]: [Interclub] - [Club Name] - [Skill Level]

For example, the Subject Line might be as follows:

S4C October: Interclub - Desert Camera Club - AA

The Body of the email should contain the following information:

Competition: Interclub:  
 Month (of competition):  
 Club Name:  
 Skill Level:

1. (Name of Entrant 1)
1. (UEN of Entrant 1)
1. (Title of Entrant 1 Image: [add an asterisk at the end if a makeup])
  
2. (Name of Entrant 2)
2. (UEN of Entrant 2)
2. (Title of Entrant 2 Image: [add an asterisk at the end if a makeup])

Etc (there can be up to 8 including 4 makeups if applicable)

Please capitalize the first letter of each word (including small words) but not the whole word! And please use spaces to separate words not underscores (or anything else) unless you mean it to be part of the title. For example:

Interclub  
October  
Desert Camera Club  
AA

1. Jane Snapshot  
1. 654  
1. Cruising Down The River

2. Joe Clicker  
2. 641  
2. Springtime\*

Etc (the asterisk at the end of the title in 2 indicates that it is a makeup)

The titles should be exactly the same as on the image files that are attached. Regular titles should come first followed by makeups. If each image is attached to a separate email, all the above information should be repeated in each copy of the covering emails.

## **APPENDIX 4: SUBMISSION CHECKLIST**

The following checklist may be useful for entrants submitting to individual digital competitions - although many of the points apply to print entries and Interclub entries:

- Does the image meet Section Definition requirements (Appendix 2)?
- Is the image sized correctly (Section 7, Files and Filenames)?
- Is the image titled correctly and the file named correctly (Section 7, Files and Filenames)?
- If entering a Reality-Based Division (Nature, Photo Travel, or Photojournalism), does the image conform to the special requirements of these divisions (Section 5, Reality-Based Divisions)?
- Does the image conform to duplicate entry requirements (Section 7, Image Duplicate Entry)?
- Have you entered the right number of images and not exceeded your monthly and YTD allowance (Section 7)?
- Does the covering email conform to requirements (Appendix 3)?
- Are you emailing to the correct address for the Section entered (Appendix 3)?
- Have you met the deadline for submission (Section 10)?