

(ATTACHMENT “B”)

(Revised January 23, 2007)

Digital Submission Guidelines Coastal Bend Wildlife Photo Contest

Submission Instructions: All digital/slide photographs must be taken by Photographers registered in the current Coastal Bend Wildlife Photo Contest between February 1, and June 30. Digital entries must be received by 5pm on the second Friday of July (JULY 13). Send or deliver submissions to:

Coastal Bend Wildlife Photo Contest
711 N. Carancahua, Ste. 120
Corpus Christi, TX 78475

- Each photographer will be assigned a random identification code which they will need to include in their file name to avoid any possible duplicate files. For specific details see (Naming an Image) below. This number will be confidential and will not be released to the judges in order to protect our double blind judging procedure.
- We have in place a procedure of double-blind judging that should help to ensure the integrity of the contest. Submission requirements attempt to ensure that there should be no way to identify a digital image as to photographer or landowner. It is important that all entries follow these instructions.
- Digital/slide entries must be submitted on CD or DVD disks with up to three entries per paid entry class:
 - The submission disks shall contain no identifying marks or colors other than as specifically instructed by CBWPC submission instructions. Please use the Disk Envelopes included in your registration packet with your Random Identification Code. Once the disks have been received by the CBWPC, all images will be organized for judging.
- All entries must be submitted in a 9 X12 or larger manila envelope.

Wildlife Entry Divisions: (see Attachment C)

REMINDERS: Wildlife (birds, mammals, insects, arachnids, reptiles or amphibians) must be evident in all images except those designated in (**Attachment C**) listed under Special Classes.

- For photos containing multiple species, it is the photographer’s responsibility to choose which animal is the subject of the photograph. The other animal(s) in the photograph is/are considered incidental and does not preclude the photographer from submitting another image containing the incidental species, so long as it meets all applicable rules.
- The decision of division in which a photograph is entered is the sole discretion and responsibility of the photographer. Neither CD/DVD handlers nor judges will move any submission to any other division.

Rules for Digital Submissions:

You will only be allowed to make global adjustments. It is best and highly recommended to do your adjustments on a calibrated monitor. The standard monitor settings for digital photography are a gamma of 2.2 and a white point of 6500K.

Allowable Manipulations:

A. Without changing the intent of an image, photographers may make global tonal and color corrections at his/her discretion. Such changes may include brightness, contrast, saturation, hue, shadow and highlight adjustments.

B. Moderate sharpening of JPEG's are allowed at the Photographer's discretion. Do NOT sharpen TIFF images. The publisher will apply appropriate sharpening to the TIFF images for print.

C. Correcting small surface anomalies of the digital image is allowed. Examples are removing/repairing sensor dirt, lint on a negative, digital noise, a faulty pixel and damage or scratches on the image.

D. Cropping is allowed at no more than twenty (20%) percent of the original image file size. Resulting square and panoramic images are allowed. See "Basic Digital Workflow" below for further details.

Unallowable Manipulations:

A. Nothing may be added to or subtracted from any image except as provided for in allowable manipulations. For example, adding, altering, or enhancing a highlight to an animal's eye is not allowed.

B. Correcting red-eye is not allowed.

C. Complete color change of elements within the image is not allowed. For example, changing the color of a flower from blue to violet or from orange to red is not allowed.

D. No dodging or burning allowed.

E. Background blurring using PhotoShop is not allowed.

F. Compositing and multiple exposures are not allowed except in camera settings.

G. Do not sharpen TIFF images.

Digital File Information:

A. Photographers using a digital SLR camera will turn in three file types RAW, TIFF, and JPEG's.

B. Photographers turning in slides will submit two file types TIFF and JPEG's and the original slide.

C. RAW Files: Your RAW files will be the original image data that your camera captured at the time of the photograph. You will optimize, rename, and convert your RAW files to your TIFF files using your image editing software according to the submission guidelines. Make sure that you make back-ups of your original RAW files and keep them on a separate drive.

D. TIFF Files: Your TIFF files will be converted from your RAW data and will have a file extension of ".tif". Photographers will optimize their TIFF images using the manipulations allowed in the submissions rules. TIFF files will be submitted using the following settings:

- No up sizing. TIFF files should be at the native size or no less than a 20% crop.

- b. Adobe RGB Color Space.
- c. 350 ppi
- d. 8 bit
- e. Flattened. (no layers)
- f. No sharpening.

E. **JPEG Files:** The JPEG file is the file that the judges will view on a calibrated monitor for scoring purposes. Your JPEG files will be converted from your optimized TIFF file and should be sharpened for use on a computer monitor. JPEG files should be submitted with the following settings:

- a. Convert to sRGB Color Space.
- b. 72 ppi
- c. Resize to 14 inches on the long axis.
- d. Save at highest quality. (level 12, low compression)

Naming Your Files:

Each contestant will be assigned a random identification code number.

Your files will be labeled as follows:

Example: A single image of a bird of prey.

RAW: **001_A01_1.CR2** (Canon file extension)

TIFF: **001_A01_1.tif**

JPEG: **001_A01_1.jpeg**

001= Random Identification Code (three digit code assigned to each team)

A01= Division and Class. In this example “A” represents “BIRDS” Division, “01” represents “BIRDS OF PREY I” Class. See (**Attachment C**) Wildlife Entry Classes for Division and Class Breakdown.

1= Your first entry in this class. Put a 2 for you second entry and so on up to 3 images per paid entry class.

.tif, .jpg, .cr2= The extension for a file type. Each camera models RAW file will have a different extension.

Workflow Hint: If you rename the copy of your RAW files as you are optimizing, your TIFF and JPEG files will be renamed as you convert them. Always make a back up of your original RAW files.

Organizing and Saving Files:All Bird Division(22 classes) submissions (RAW, TIFF, JPEG) should be put in the Birds Division Folder with subfolders for each of the 22 classes. Follow the same procedure for all other divisions. See provided (**Attachment G**) File Structure with Division and Class Folders.

Burning CD/DVD’s:

A. Digital entries must be submitted on CD/DVD disks with up to three entries per paid entry class.

B. After you have organized your files in the correct file structure (**Attachment G**) you will burn that file structure of your entries to CD’s or DVD’s using your CD/DVD authoring/burning software. You will more than likely need to use more than one CD and maybe more than one DVD. If this is the case be sure that you do not break a folder up between disks.

C. The CD/DVDs shall contain no identifying marks or colors other than as specifically instructed by the CBWPC submission instructions. Submissions with any markings other than CBWPC prescribed will not be judged.

D. Do Not Label your disk. Place the disk in the assigned CD/DVD envelope that has already been labeled for you. Each disk is numbered on the envelope in the case that more than one disk is needed for all of your files. Place the appropriate disk in the corresponding envelope. Put a removable label (sticky note) on the outside of each envelope with your name, daytime phone number and assigned ID code.

E. Make sure that your disk will open and all of your files can be seen. You may want to do this on another computer. Mac users need to burn a hybrid CD/DVD that that is readable on a Windows platform.

Contact Sheet:

The photographer will submit a contact sheet of the JPEG images that she/he has submitted on their CD/DVD's. Contact sheet guidelines are as follows:

- a. 8.5x11 in. Matte paper, double sided paper OK.
- b. 150 ppi
- c. 20 images per page (4x5 grid), 40 images per Dbl. Sided Paper.
- d. Include filenames with each image.
- e. Include the photographer's name and Landowner on each page.

BASIC DIGITAL WORKFLOW

Steps to prepare digital files for Judging

The following section is to help those photographers that are new to digital photography and are learning to optimize their images with the array of image editing software that is available. It is beyond the scope of this organization to cover all the software available for image editing and RAW conversion. This workflow can be adapted to most image editing software.

1. Take a photo. (Create a digital image using the camera's native RAW format.)
2. Photographers shooting film will need to scan their slides at the highest resolution possible. Save your scanned image as a 350dpi TIFF image and follow the guidelines for naming, organizing, and optimizing your TIFF image and converting to a JPEG for judging as stated below. Be sure to save your original unadjusted scan as a backup.
3. Select the images that you will enter according to contest guidelines.
4. Make a copy of the images that you will enter and rename the copies according to the contest guidelines for renaming files. Save your original files as a backup on another drive if possible. Organize your files according to contest Divisions and Classes.
5. Cropping an Image- A 20% Crop is allowed for your submissions:

Cropping can be applied during the RAW conversion process or in your photo editing software before optimization. In each case you will need to know the original file size in order to figure how much you can crop. The easiest method of cropping is during the RAW conversion shown in example 1.

Example 1: A RAW image taken with a Canon 30D at native size is 8.2 megapixels at 350 ppi. Therefore I can crop 1.64 (20% of 8.2) megapixels from my image. The resulting image can be no smaller than 6.56 megapixels (8.2-1.64).

Example 2: A converted RAW image is 46 megabytes when first opened in Photoshop as a 16 bit 350 ppi tiff file. You will be able to crop 9.2 megabytes from your image. (20% of 46=9.2) Your resulting file size after the crop can be no smaller than 36.8 MB. (46-9.2=36.8) NOTE: Each file will have a different size when opened in Photoshop.

6. Convert your RAW entries using the following settings:
 - a. Adobe RGB color space
 - b. 16 bit(recommended)
 - c. Native size.
 - d. 350 dpi
 - e. Make whatever white balance, exposure, shadow, brightness, contrast, and saturation adjustments that you feel are necessary. (Different software programs may vary)

- f. Open the adjusted RAW image in your image editing program and save as a TIFF file. Since you have already renamed your files and converted at 350 dpi, you will not have to repeat this process for your TIFF files. Some photographers prefer to do all of their RAW conversions first before optimizing their TIFF images. Others will prefer to convert, and then optimize one image at a time. Both methods will work.
7. Adjust the TIFF image in your editing software using contest guidelines for digital submissions. Remember to not sharpen your final optimized TIFF file. The publisher will apply appropriate sharpening for print.
8. After you have optimized and have saved your TIFF file, resize your image to contest guidelines and save as a JPEG image. Make sure to not overwrite your original TIFF image with the resized file. This final JPEG image can and should be sharpened for use on a computer monitor after it has been resized.
9. Reorganize your file in your RAW, TIFF, and JPEG folders according to contest guidelines. Move your files to the appropriate folders. This is a good time to check that you have labeled your files correctly and have the correct number of entries in each class.
10. Copy your images to your DVDs' using the file structure (**Attachment G**) required by the contest guidelines. Make sure that you can open your disk on a Windows compatible computer. It is a good idea to check your disk on another computer to see if it will open and you can see all of your files. Be sure to make back-ups.
11. Follow rules and guidelines for identifying and mailing your CD/DVD's.

Contact Sheet: (Photoshop CS2)

Make a contact sheet that will list your filenames for the files that you have entered. The best way is to make contact sheets from your JPEG files. Keep one contact sheet for yourself and submit one contact sheet with your submissions for office use and organization of files.

1. To do this in Photoshop go to File>Automate>Contact Sheet II.
2. Select your JPEG folder with your entries in the "source images" box. If you have organized your files in division sub-folders already you can check the "include all sub-folders" box.
3. In the "document" box set the width to 8 and the height to 10 in. This setting will ensure that all the info will fit on an 8 ½ by 11 in. paper. Set "resolution" to 150 dpi and the "mode" to RGB color. Also check the "flatten all layers" box.
4. In the "thumbnail" box set "place" to across first and check the "auto-spacing" box. Then set the "columns" to 4 and the "rows" to 5. Uncheck the "rotate for best fit" box.
5. Check the "use filename as caption" box and change the font and size if needed.
6. Click OK and sit back while Photoshop does its magic. Your contact sheets will open as a file in Photoshop. Save each file and use "print with preview" to print your contact sheet.
7. Be sure to add the photographer's name and the landowner's name to the contact sheet. This can be done in Photoshop before printing or handwritten after printing.

Check your entries to make sure that you have included everything needed, that all of your disks will open, and that everything is labeled correctly.

An Image Identification Comment Form (**Attachment E**) has been provided in case you need to communicate with contest staff concerning your images. Use this form to provide any commentary relating to your digital submission, such as explanation for two species that look alike but are different, identifying which of two different species in a single image is the subject of the photograph, or any other information you deem pertinent to the judging of a specific slide. If you need additional space, please write on the back of the form or photocopy the form. Send the completed form along with your submissions.

A Signed Model Release Form (**Attachment F**) will be required from each person visible in the Ranch Operations Class (E-11). Please send the completed form along with your submissions.