

2009 Scholastic Art Awards - Guidelines for Digital Submissions

LABELING

- Each CD should contain only ONE submission and should be secured in a sleeve/envelope. CDs will not be returned.
- Both CDs and sleeves should be labeled in this format:

STUDENT'S NAME
STUDENT'S CONTACT INFORMATION
SCHOOL NAME
SCHOOL CONTACT INFORMATION
TEACHER'S NAME
TEACHER'S CONTACT INFORMATION

IMAGE CAPTURING AND SAVING

- **Digital Cameras:** Artwork should be photographed with a 2 megapixel or higher digital camera. Resolution should be set to "fine" or "extra fine" not "web" or "normal".
- **Scanning:** Photographs may be scanned at 100% scale at 300 dpi.
- **Image Quality:** Images should be 300 dpi and at least 1500 x 2100 pixels in size.
- **Saving:** Images should be saved as .jpg and should be between 1 and 10 megabytes.
- **File naming:** Students must register the titles of works during the registration process. Untitled works should use descriptions of the work instead. Name the files in this format:

LastName_FirstInitial_Category_Title or Description.jpg
Example: Smith_J_Painting_Surreal Landscape.jpg

ADDITIONAL INFO FOR 3-D WORK AND GRAPHIC STORIES

- Additional detail shots may be included for 3-D art and Graphic Stories. Up to 4 images may be included for 3-D art, labeled A-D, and up to 8 for Graphic Stories, labeled A-H.
(ie- Smith_J_Ceramics_TeapotA.jpg; Smith_J_Ceramics_TeapotB.jpg)
- Please include a ruler or familiar object (dollar bill, standard key, etc) in all photos of 3-D work to indicate scale.

DIGITAL SUBMISSIONS FOR ART OR PHOTOGRAPHY PORTFOLIOS

- Digital portfolio submissions for high school seniors should follow the above format with the exception of file naming which should include sequential numbering. Example:
1_Smith_J_Drawing_Self Portrait.jpg, 2_Smith_J_Drawing_Still Life.jpg, etc.
- All portfolio materials should be contained within a 9x12" envelope labeled in the same format as the CD with the indication that it is an Art or Photography Portfolio. This should contain:
 - Submission Form: 2 copies
 - Artist's Statement: 300-750 words addressing why the student selected these works for their portfolio, how the student hopes viewers will react to their work, and what role art plays in his/her life.
 - Sealed Letter of Recommendation
 - CD of images
- Students who wish their work to be judged as part of their Art or Photography Portfolio as well as in the individual category **must submit a separate CD** for each individual category submission.