Section F - N4C Contest Rules and Definitions
Inter-Club Contests Procedures & General Rules

Contests

1. Inter-club contests will be held each month, except June, July, August, and December.
   Competition will be in the following categories:
   a. Digital Altered Reality
   b. Digital Black & White
   c. Digital Journalism
   d. Digital Nature
   e. Digital Pictorial
   f. Digital Travel
   g. Altered Reality Prints (October, January, March & Mayonly)
   h. Black & White Pictorial Prints
   i. Journalism Prints
   j. Nature Prints: Black & White or Color
   k. Pictorial Prints (Color)
   l. Travel Prints
   m. Photo Essay Annual Contest will be held in April
   n. Panorama Print Annual Contest will be held at the Springbrook mini-convention.
   o. Camera Club Communication Annual Competition in April

Statement of Ethics

2. All contest entries must be the work of the entrant and must be made by the entrant either on photographic emulsion or by digital means. All images must be original work. The use of brushes and textures made by others is allowed in the Altered Reality, Pictorial, and B&W categories; otherwise, images may not incorporate elements produced by anyone else. Copies of copyrighted material or the creative work of others is not acceptable.

3. By submitting an entry, the photographer certifies that the work is his or her own and grants permission to use the work for Council purposes. Any image may be entered in only one contest in any given month. Any entry which receives a 1st, 2nd, 3rd, or HM award in a monthly competition may not be re-entered in the same year or later years, in the same or any other category, regardless of variations or changes made. Exception: Previous winning images may be included in Photo Essays and may be modified for entry in Altered Reality contests. Other entries receiving merit awards or no award may be re-entered in subsequent competitions, and modifications or rework on such entries is permissible. Judging clubs or anyone handling an image entered in an N4C contest may not in any way alter another's creative work without express permission of the entrant. Exceptions are those conditions the entrant agrees to when entering an N4C contest such as watermarking and resizing winning entries for display on the N4C web page. All images entered in any N4C contest remain the property of the entrant.

4. Adjustment Guidelines. The competition categories vary in the amount of post-processing that is acceptable. For Journalism, Nature, and Travel the overarching criterion is that adjustments should look natural. For Pictorial and B&W there is more creative leeway, but not so much as to distort or misrepresent the subject. In Altered Reality, creating an unreal scene or look is the defining characteristic for the category. Additional guidance is given in the definitions. All adjustments must look natural.

Entering N4C Contests

5. Clubs interested in regular participation in the Council contests will appoint a club chairperson whose duty is to carefully follow the procedure outlined in these procedures and general rules in addition to those that pertain to a specific contest.

6. Prints **MUST** show the title, category of the print, Member Number, the maker's name, and camera club on the back of the mount in the upper left corner.

7. Digital Image entries must use the format and file naming rules outlined in the "Rules for all Digital Competitions".

8. Judging clubs may not enter the competition being judged by their club.

9. **Maximum Number of Entries:**
   a. **Prints:** The maximum number of **prints** which may be submitted by a small club is eight (8), and sixteen (16) by a large club in any one print category; one (1) entry per member. See the exception allowing double entries in the

"Judging Club Rules" Section. A small club is one with 29 or fewer members. Large club is one with 30 or more members. See the "Club Codes" list later in this Section. Membership numbers are based on the figures that appear in the current *N4C Directory*. Double entries are allowed in all Altered Reality Print contests that are judged in October, January, March & May.

    b. **Digital Images:** The maximum number of digital images which may be submitted by any club is eight (8) in any one category; one (1) entry per member. See the exception allowing double entries in the "Judging Club Rules" Section.

    c. **Photo Essay:** There is no club limit, but only one (1) entry per individual.

10. A person belonging to more than one (1) N4C club MUST consistently enter from the same club throughout the contest year.

11. For Prints the competing club must complete the N4C Official Entry Blank with the maker's complete name, Member Number, and work title (include the location in the title for Travel entries). Entries are to be numbered and the numbers should correspond to those shown on the N4C Official Entry Blank. Failure to complete these forms properly and legibly denies the maker his or her proper award points. Difficulties arise when one month the name is recorded as R. Smith, the second month Robert Smith, and the third month Rhonda Smith appears from the same club. Please take these responsibilities seriously to assure proper credit.

12. Digital Image entries do NOT use the Official Entry Blank. See "Rules for all Categories of Digital Images".

13. Entries may be submitted more than once, provided the entry has not been awarded a 1st, 2nd, 3rd, or HM award in a monthly competition in the same year or later years, in the same or any other category. An entry that has received such an award may not be entered again in any inter-club N4C contest. Also see Rule #3 in the Statement of Ethics section for some exceptions. Merit awards are eligible for re-submission.

14. It is the responsibility of the sending club to pack print entries in a type of container, which can be used for the return of the entries following the contest.

15. The entering club must provide and enclose postage STAMPS for the return of print entries and forms. Post Offices do not accept previously dated metered mail postage stickers. Do NOT use media or library rate for returns since many Post Offices will not allow those rates. Appropriate labels, envelopes, packaging, etc. must be included.

16. Entries must reach the judging club on or before the 15th of the month in which the contest is held. Digital images should be at the judging club by 5 p.m. on the 15th of the judging month, and should be sent by the 13th to allow time for a receipt confirmation by the 15th.

17. Judging is to be performed before the 25th of the month. Digital contest results are to be emailed to the clubs by the 26th. Print submissions are to be immediately returned to the entering club after judging. The returned print containers/envelopes with entered prints, contest results and award ribbons are to be postmarked by the 26th of the month.

18. Digital Contest N4C Awards will be administered by the entering club based on the contest winner results from the judging club. Entering clubs will obtain an inventory of ribbons and merit awards from the N4C Supply Officer (around the time of the Spring Convention) in sufficient quantity needed for the following contest season. The awards would be labeled and distributed by the entering club's N4C Digital Contact to their winning club members when contest results naming the award recipients are received from the judging club.

19. Address all questions regarding N4C contests to the appropriate N4C Contest Chair as listed in the current N4C Directory.

Judging Club Rules

20. Entries must reach the judging club on or before the 15th of the month in which the contest is held (Digital Image entries by 5:00p.m. on the 15th). For Digital Image Contests, the judging club recipient must confirm by return email, to the sender, the number of entries received.

21. Judging is to be performed by the 25th of the month with digital entry results sent by email immediately to the entering club. For prints, returned containers/envelopes with prints, contest results and awards are to be postmarked by the 26th of the month.

22. The Judging Chair shall not serve as a judge or jurist.

23. It shall be the responsibility of the Judging Chair to select a jury of three judges, review with them these official procedures, and read the "Definitions and Rules for the Competition Categories" section for the particular contest being judged. Only entries fitting the category and satisfying all contest rules will be eligible for an award. If the judges unanimously agree that the entry does not satisfy the rules, it will be given the minimum number of points with an explanation in the comments area of the entry form. If a winner is found to violate the rules after the judging is completed, it will not be eligible for N4C Annual Competition at the following N4C Convention; and points it received toward Photographer of the Year and Club of the Year will be withdrawn.

24. Member clubs should choose judges who are working in the area of photography in which they will judge. Judges who have an aversion to certain subject matter or techniques should not be chosen. A good judge should be able to analyze an entry from the standpoint of composition as well as technical quality. If member clubs do not have enough qualified judges from within their local membership list, then they should go outside of the club. Good judges can be developed from within the club, but this experience should be obtained prior to judging an N4C competition. A club judge may be combined with a local artist and a commercial or professional photographer to create a well-balanced judging team.

25. Judging and points will be awarded on the basis of technique, composition, and interest using scoring Method 1 or Method 2 for all contest categories except Journalism. Journalism will use scoring Method 3.

   Technique: Focus, lighting, color rendition, exposure, print quality.
   Composition: Arrangement of all elements within the picture area so the subject matter is presented as a harmonious, well-balanced photograph.
   Interest: Originality, imagination, interpretation, subject, impact, mood, humor, etc.

26. **Scoring:** Entries will be judged on a point system. The jury will consist of three (3) judges, each of whom will score the work using one of the following methods:

   Method 1: Score each, Technique - Composition - Interest with one (1) to five (5) points

   Each judge will score the work between one (1) and five (5) points in each of the three (3) categories of technique, composition, and interest. The total score for each submitted photograph will range from nine (9) to forty-five (45) points. Use the T, C, & I columns for each judge when using the judging software. Clubs are encouraged to pay special attention by providing constructive comments for any image which scores under 27 points

   Method 2: Score each, with a single score of two (2) to nine (9) points.

   Each judge will score the work with a single score between two (2) and nine (9) points giving overall consideration of the three categories of technique, composition, and interest. The total score for each submitted photograph will range from six (6) to twenty-seven (27) points. Use only the T column for each judge when using the judging software. Clubs are encouraged to pay special attention by providing constructive comments for any image which scores under 12 points

   Guidelines: For the one score (2 – 9 points) methods the following scoring guideline would be used:
   1   reserved for DISQUALIFIED images
   2, 3 or 4 image weaker than most other entries
   5 or 6   marginally acceptable image, preferably not for Merit award
   7   good acceptable image, worthy of consideration for a Merit award
   8   possible consideration for an Honorable Mention or higher award
   9   worthy of consideration for a 1st, 2nd or 3rd place award
   (Note: Ideally at least one-third of the entries will be scored 7 to 9. To reduce the need for tie-breaking, scores should be spread across the full range, preferably with less than one-third scored below 5.)

   Method 3 Always for Journalism: Score each, with a single score of two (2) to nine (9) points.

   The titles or captions of the submitted works will be read at least for the first round of judging. If subsequent rounds are required, it is not necessary to repeat the title or caption.

   Similar to Method 2 scoring. The three (3) jury members shall vote a score of between two (2) and nine (9) points. Separate voting for technique, composition, and interest will NOT be made, but will be considered only in connection with the suitability of the work for Journalism competition as described in the Definition Section of the Rules. The total score for each submitted photograph will range from six (6) to twenty-seven (27) points. Clubs are encouraged to pay special attention by providing constructive comments for any image which scores under 12 points

27. The jury may select the top awards strictly on the basis of points earned, or the jury may review the top scoring photographs in a second round of judging. Winners may be selected at this time by a discussion of the merits of the photographs under consideration. This process is an option available to each individual jury panel.

28. In addition to recording the points for each entry, the judging club jury is encouraged to make constructive comments on all entries with the N4C judging software or Official Entry Blank. Space is provided for emphasizing the good and noting areas of improvement for the photograph. Valid, useful and helpful comments are encouraged.

29. **Awards:**
   a.   First, Second, and Third Place **MUST be awarded**.
   b.   All contests will have 1st, 2nd, 3rd, and three Honorable mentions.
   c.   Merit awards will be issued to the remaining top 25% of the entries.
   d.   For contests with 60 or more entries, judges may award an additional Honorable Mention for each increment of 10 entries over 60. Merit Awards will be issued to the remaining 25% of entries.
   There shall not be any tie positions! The judging club will have to break any ties.

First, Second, Third, Honorable Mentions and merit awards are to be listed on the judging software, or N4C Official Entry Blank for prints along with judge's constructive comments and scores.

30. **Digital Contest Results:** Digital judging software is used for all Digital Image contests and is optional for print contests. It merges the results onto forms reporting scores, judge's comments and awards to the entering club for each entrant.

    Digital contest results generated by the judging software for each entrant are to be sent by email to the entering club's N4C Digital Contact person by the 26th of the month. This is vital for the entering club to administer preparation and presentation of the awards to the club's winning entrants at their next club meeting. There should be no postal mail associated with judging digital contests.

31. **Print Contest Results:** Prints may use a traditional paper N4C Official Entry Form (received with the print entry) to report scores, judge's comments and awards to the entering club for each entrant. Optionally the judging software result form may be used to report results.

    Supplies including forms, print stickers, ribbons, and merit awards will be sent to the judging club by the N4C Contest Chair.

    N4C Print Stickers will be applied to the winning prints designating First, Second, Third and the Honorable Mentions. The month and year of the competitions will be recorded on these stickers.

    The returned containers/envelopes with entered prints, contest results and award ribbons are to be postmarked by the 26th of the month.

32. **Judges Report for All Contests:**

    a. Immediately after the judging (by the 26th of the month), the Judging Chair shall submit a summary report of the contest results using the Judges Report generated by the judging software or the N4C Universal Monthly Inter-Club Contest Reporting Form provided by the Council and the Contest Chair for prints. Include the winners' complete name, Member Number, work title and full name of the club in a legible form.

    b. For Digital contests, the judging software spreadsheet includes a Judges Report. By the 26th of the judging month, completed spreadsheet file "ENTRIES.XLS" along with the winning 1st, 2nd , 3rd place, and Honorable Mention winning image file are to be sent to the N4C Webmaster. He or she will distribute the Judges report to the N4C Contest Recording Chair, N4C Bulletin Editor; and the N4C Contest Chair.

    c. For Print contests, the form is to be completed by the Judging Chair and copies mailed to the N4C Contest Recording Chair, N4C Bulletin Editor; and the N4C Contest Chair. The Council suggests the Chair of the Judging Committee also keep a copy of this report for the Judging Club records.

    Remember the N4C Official Entry Blank when completed with the Judges scores, total scores, constructive comments and awards will be mailed back to the entering club with their entries so the judging club will have no other record of the contest results. Merit awards need not be reported on the N4C Universal Monthly Inter-Club Contest Reporting Form but a complete list of the competing clubs must be reported.

    It is the responsibility of the judging club to handle all print entries with care and to return the entries in the same condition as they were received. Neither sending club nor judging club can be responsible for damage en route. Please pack entries carefully.

33. A different member club will handle judging each month. Judging clubs may not enter the competition being judged by their club.

34. **Double Entries:** Judging Clubs may submit double entries (no more than two entries per member) in the monthly contest immediately following their service as a judging club. For example, a club judging Pictorial Prints in January may not enter in that category so they could submit double entries in Pictorial Prints in February, except for the May judging where the club would enter in April to keep the scoring in the same contest year. Double entries do not mean the club may enter double entries in any other categories, just the category they served as a judging club.

    Occasionally there is an excused reason why a club's entries inadvertently missed being judged one month. In such a case, the N4C Contest Chair may permit the club to submit double entries the following month in that contest.

    Please note the reason for double entries on the Official N4C Entry Blank or email when the entries are sent to the judging club.

35. Accidental double entries are not permitted, even though it is an accident. If one individual enters work in the same category through two separate clubs in the same month, the judging club must declare the second entry ineligible. If one club accidentally includes two (2) entries by one photographer, the judging clubs must declare one (1) entry ineligible.

36. The N4C Contest Recording Chair (Reporting to the Second Vice President) keeps the master list of winning makers, titles, awards, and points for the year.

37. Digital Image winner files will be retained by the N4C Webmaster as historical archives and make them available to resolve possible disputes over duplicate entries.

38. At the end of the contest season all photographs awarded First, Second, Third, or Honorable Mention will be eligible for the Council annual competition. These must be the same prints or digital images that were entered in the monthly contest

Definitions and Rules for the Competition Categories

Journalism

Journalism Photography depicts some event or activity; story telling is emphasized, as in a newspaper or magazine photograph. An element of human interest is a fundamental quality for a journalism photograph.

1. A Journalism entry can be a single image or a sequence of related images arranged for presentation as a single entry.
2. Only minimal digital editing is allowed. In the interest of credibility, photographs that misrepresent the truth, such as manipulation to alter the subject matter, or situations set up for the purpose of photography, are unacceptable. No elements may be moved, cloned, added, deleted, rearranged, or combined. No manipulation or modification is permitted except resizing, cropping, selective lightening or darkening, and restoration of original color of the scene. No special effect filters may be added or applied.
3. For the Print competition, PRINTS should be UNMOUNTED or on a lightweight mount not to exceed 8 x 12 inches in size.
4. The three (3) jury members shall vote a score of between two (2) and nine (9) points. Separate voting for technique, composition, and interest will NOT be made, but will be considered only in connection with the suitability of the work for Journalism competition. The total score for each submitted photograph will range from six (6) to twenty-seven (27) points.
5. The titles or captions of the submitted works will be read at least for the first round of judging. If subsequent rounds are required, it is not necessary to repeat the title or caption.

Nature

Nature Photography is the recording of our natural world by some photographic means. Included are all branches of nature except Archeology and Anthropology.

1. No photograph is worth distress or injury to any wild creature.
2. Nature photographs may be either black & white or color.
3. The hand of man shall not be present in any nature entry except where wild animals have adapted to the built environment (e.g., fence posts and other man-made objects freely adapted for use by wild creatures).
4. Banding or tagging on nature subjects is acceptable. Photographs at bird feeders are not acceptable if any part of a man-made feeder is shown in the photograph.
5. Photographs taken in zoos, animal farms, or game farms are acceptable if the hand of man is not visible.
6. Cultivated plants, domestic animals, and pets are not acceptable.
7. Adjustments must look natural. The use of HDR, exposure blending, focus stacking, stitching, and related techniques that combine more than one image is acceptable, provided the resulting image is natural in appearance.

Travel

Travel implies going to some place other than one's customary environment; travel photography suggests the photographic depiction of that new environment or the means used to get there.

There is no restriction of how far away that environment must be to qualify as "travel" or how different that new environment must be. However, the judges will generally award prizes to those photographs that depict more exotic and unfamiliar places, even though such places are home to someone. The ability to convey the feeling and sense of the place visited is essential. Emphasize the character that makes the place unique.

1. The location of the photography MUST be included in the title. IF THE LOCATION IS IN THE UNITED STATES, LIST THE STATE IN THE TITLE; IF FOREIGN, LIST THE COUNTRY IN THE TITLE.
2. Entered prints must be clearly marked as to category. The judging club will be evaluating Journalism Prints as well as Travel Prints. It is acceptable to package and send the prints in one container, provided they are wrapped separately and clearly marked.
3. Adjustments must look natural and must accurately portray the scene.

Pictorial

In pictorial photography, the artistic quality of the presentation is emphasized. The subject itself is not restricted: All subjects qualify. Pictorialism emphasizes beauty of subject matter, tonality, and composition as opposed to documentation. Thus, there is more freedom for artistic interpretation in pictorial photography than there is in Journalism, Nature, or Travel photography. Limited use of brushes and textures is allowed in Pictorial. Still, there is a clear effort to represent reality; this distinguishes the Pictorial category from Altered Reality.

1. The Pictorial category is well-suited for use of modern digital techniques, including HDR, exposure blending, focus stacking, stitching, and related techniques that combine more than one image.
2. At the time of writing, computational photography is emerging as a rapidly growing field. The Pictorial category is receptive to the use of modern photographic techniques and innovations, provided the intent of the photograph is to present an artistic interpretation of recognizably real subjects.
3. Photos submitted in the pictorial category should be in color. Black & white photos that are pictorial in quality should be submitted in the Black & White category.

Black & White

The Black & White category is similar in character to Pictorial, except that the Black & White category is for monochrome images. Images are limited to monochromatic hues or shades of gray, although filters may be applied to give a hue or tint. Different photographic processes and toners give a different hue to a black & white photograph, for example, selenium, sepia and split toning (duo-toning). No fraction of the image shall be given a special color treatment.

1. Black & White Prints and Nature Prints are evaluated by the same club. It is acceptable to package and send the prints in one container, provided they are wrapped separately and clearly marked.
2. Black & White prints and digital images may be created from
   a. black & white film,
   b. digital black & white captures, or
   c. digital color images converted to black & white.
3. The use of HDR, exposure blending, focus stacking, stitching, and related techniques that combine more than one image is acceptable.

Altered Reality

The primary distinction for the Altered Reality category is that the maker intends (and the viewer easily recognizes) that the image is not a representation of reality. The Altered Reality image must have a photographic base of the maker's own creation. Manipulation of the basic image or images can be done in camera and/or in computer. The use of brushes and textures made by others is allowed in Altered Reality, as is the use of software to create unusual effects. The makers of Altered Reality images should feel free to use a wide range of tools and resources, limited only by imagination.

Rules for All Print Competitions

1. Prints may be commercially made or produced by the entrant.
2. With the exception of Journalism, prints may be any size or aspect ratio from a minimum of 8 x 10 inches and not to exceed 16 x 20 inches. Mounting or matting of the prints is optional with the overall size not to exceed 16 x 20. Journalism prints may not exceed 8 x 12 inches; journalism prints should be UNMOUNTED or on a lightweight mount not to exceed 8 x 12 inches in size.
3. Any contingency not covered by these rules, the definitions that follow or the Inter-Club Contests Procedures & General Rules will be referred to the Chair of the appropriate N4C Competition whose interpretation and decision will be final.

Rules for All Digital Competitions

1. **Image Format** -- Image files must be in jpg file format. Saving jpg files using sRGB color space standard is recommended for consistent color under the projection conditions used for judging the contest. No logo or copyright is to appear on the image for judging. Copyrights may be included in the file metadata.

2. **Image Size** – The longest side must be no more than 1920 pixels. The file size must be no more than 750 KB.

3. **Naming Image Files** – Example: 01,CE028,DP,Beautiful Sunset.jpg

Following this naming convention is vital as this information takes the place of any further entry forms.
   a. 01, = to be used on all entries. It may be changed later and used to sequence the judging. The N4C Contact of the entrant's camera club will use this number to sequentially number the filenames being submitted – normally from 01 up to 08.
   b. CE028, = entrant's personal N4C Member Number. : (CE is the "Club Code" designation of the entrant's camera club – See the section on "N4C Member Numbers" 028, = entrant's personal ID Number within their club assigned by the entrant's camera club. Get a personal ID Number from the N4C Contact of the entrant's camera club)
   c. DP, = the Digital Pictorial contest category DN, = the Digital Nature contest category
   d. DT, = the Digital Travel contest category
   e. DB, = the Digital Black & White contest category
   f. DA, = the Digital Altered Reality contest category
   g. DJ, = the Digital Journalism contest category
   h. Beautiful Sunset = the entrant's title for the image.
   i. jpg = the file extension indicating the format of the file (.jpg)
   j. Commas are used to populate the electronic record keeping system for tracking and judging.

4. Entrants are to submit their digital image entries (jpg files) to their own club N4C Contact who is responsible for the N4C Digital Contests. The N4C Contact will consolidate all the entries, modify entry file names with the desired sequence numbers described above and below, and forward all entries to the appropriate month's digital contest judging clubs.

5.   CLUB N4C CONTACT RESPONSIBILITY

a.   **Member Numbers.** Assign and maintain a list of Member Numbers for club members. See the section on "N4C Member Numbers" later in this Section.

b.   **Send Member Numbers to N4C.** Periodically, send an updated list of member numbers to the N4C Digital Contest Chair (Ken Johnson – web@n4c.us) for identifying contest entries.

c.   **Collect monthly entries** from club members and verify that they qualify under the contest rules. Insure that the same entry image is not submitted for judging in more than one (1) category during that month.

d.   **Change the Sequence Number** (first two digits) in the image filename of each member's entry to number the club entries to run from 01 up to 08 (or up to 16 when the general rules allow double entries). See section above on "Naming Image Files"

e.   A club will normally have up to 8 entries for a contest. A typical image file-name list might look like:
      01,CE044,DP,Baby.jpg
      02,CE015,DP,Sunset.jpg
      03,CE022,DP,Fruit Basket.jpg
      04,CE033,DP,Old Barn.jpg
      05,CE037,DP,White Water.jpg
      06,CE002,DP,Shadows.jpg
      07,CE025,DP,Old Car.jpg
      08,CE018,DP,Umbrella.jpg

f.   **Emailing of Files by Club N4C Contact**-- The images may be sent to the monthly N4C Judging Club Contest Chair one-at-a-time, or in groups provided the group does not exceed 10 MB. One transmission rather than individual transmissions is preferable. Sending files by Email is preferred; however, files by CD are acceptable if received by the 15th of the month.

g.   **Content of the Email Message**:
      Subject Line of the Email should say "N4C Contest Entries from (your club name) ".
      Specify which monthly contest and how many images are attached to the Email.
      List the Member Numbers and corresponding member names to ensure that the Judging Club has that information.
      Give the Club Name and your full name.
      Attach the image files
      Make sure to get a return confirmation that the entries were received by the judging club.

Requirements for Digital Image Contest Judging Clubs

The N4C Digital Image Contests will require preparation by the judging club, primarily in learning the electronic software to record entries and the results of judging. The use of electronic record keeping will, however, reduce the overall effort to keep records when compared to other N4C contests. The N4C Digital Image Contest Chair will give the judging clubs an Excel spreadsheet form to automate many of the record keeping tasks (easily utilizing preprogrammed macro buttons on the form). Also, a Word document uses "Mail Merge" to summarize the results from the spreadsheet for sending to the entrants. The judging club must complete a successful test of the judging software at least one month prior to the contest. The software system is also available to clubs for use in local club contests. Contact the N4C Digital Contest Chair for further information about the software applications.

1. **Software Requirements:**
      Image Viewing Software
      Microsoft Excel, spreadsheet software (version 2000 or later recommended) or 100% compatible.
      Microsoft Word, word processing software.
      Utility to generate a text file listing of image filenames in a directory or folder.
      Email service capable of receiving image files, and communicating contest results

2. **Hardware Requirements:**
      Digital Projector (resolution should be XGA - native 1024 x 768 pixels or better, such as 1280 x 1024) & Screen.
      Optional: High Definition Television, computer monitor, or notebook devices.
      Computer - for tabulating results on a spreadsheet. Both Windows PC and Macintosh are supported.

3. Image Viewing Software Requirements:

Digital Images are to be judged by digital/video projection, high definition television, notebook devices, computer monitor, or by judges communicating with each other and with the judging chair via the Internet.

View images at 100% within the bounds of 1024 x 768 or other higher resolutions. (Do not pixilate an image by over sizing to fill a larger screen).

Black background preferred for areas not filled by the image.

No photographer name or club name shall be displayed or communicated to the judges during the judging.

When viewed, the image appearance should be high quality (color, brightness, and sharpness). Use test images supplied with the judging software to judge color accuracy. Use the gray scale to adjust brightness for full tonal range so as not to blow out highlights. The test images should be free of obvious distortion.

The entries for a contest class will all be in a single directory or folder to be sorted in alphanumeric sequence by file name.

Rules for Photo Essay Annual Competition

1. A photo essay is a series of projectable images accompanied by music and/or a narrative which tell an integrated story presented in a pleasing and understandable manner.
2. The deadline for receipt of entries by the contest chair is March 31st with judging conducted in April. Members may submit one entry per year with a maximum number of member entries per club of 8 as in other digital contests (see #10 for point accrual.) In addition a club may also submit one club entry in which one or members may work collaboratively on an essay. Customarily, the club president or other club officer submits a club entry. Club entries **are not** awarded points toward the Club of the Year Award.
3. The minimum number of images shall be twenty (20). There is not a limit on the maximum number of images, but the program time shall not exceed six (6) minutes. Hint: the majority of winning entries in the past few years have been between 4-5 minutes. Only still images (*not Video Clips)* can be used to compose the Photo Essay. The "Ken Burns" effect is permitted on individual images. The images must be the work of the entrant(s)
4. The photoessay contest incorporates a sound track along with imagery that can consist of music, narration or any combination of the two. The source of sound files can be (a) self recorded sound made at the same approximate time as images were made, (b) narration/music recorded specifically for the essay either by the author (or local individuals who collaborate with the author of the essay), (c) royalty pre paid music (source must be provided), or (d) pre-recorded music that is now royalty free (eg. royalty expired) or which has permission from copyright owner. Note that the photo-essay should identify the source of the sound/music/narration. *Note that the maker or club entering the contest should not be identified in the electronic file of the essay. Author identification should be in the form accompanying the essay or via e-mail to the contest chair for photoessays.*
5. Standard N4C naming will be used with the photo essay contest—with the file name used for the .mp4 entry submitted via Dropbox to d.tomes@icloud.com . Normally a link to the author's dropbox account sent to this e-mail address is the easiest way to retrieve the essay. A USB memory stick may be used to send an entry by mail to the contest chair (Please inform the contest chair!) Although the file name is sufficient for entering the contest, e-mail communication with the maker's name, e-mail address, and telephone number is helpful if technical assistance is desired. The photoessay chair will confirm receipt of the photoessay via e-mail.
6. Entries can be created in any software, but the entry must be entered as a "universal" file format such as .mp4 or .mov, playable on all computers. The entrant(s) may have non-professional, unpaid assistance in converting the entry to the standard format of .mp4 or .mov as needed. The .mp4 file format is preferred. The entrant's photo-essay should be sent to sent to the Contest Chair in the specified file type via Dropbox (see above). The Photo-Essay Chair will assemble all entries for judging (see # 9), for showing at the Spring Mini-convention, and at the Fall Convention.
7. The judging club will provide three judges (consistent with other N4C contests) for this contest. Normally the judging club will not be able to submit entries to the contest the year they are judging. Judges who are not members of any affiliated club in N4C may be used provided that they have sufficient experience in judging photography contests similar to those in N4C and are willing to complete the necessary forms and provide feedback to contest entrants.
8. All the following must be considered by the judges: (a.) Quality of the photography, (b.)Soundtrack Quality (music and narrative if included) and (c) Impact, interest, and integration of sound and images.
9. The club that hosts the essay competition is encouraged to conduct the judging at a time and place where interested individuals may attend. The judges must comment on the entries for the benefit of the audience. It is suggested that the judges' comments be made available to those entrants and the public who were unable to attend the judging. The photo essay chair will provide a computer, projector and other supplies to present the essays for judging and record the results of the essay judging for the host club.
10. By tradition, all entries are shown at the Spring mini-convention meeting in April/May. The winners will be announced at Springbrook after essays are shown. The first, second, third place and HM winners will be presented at the Fall convention during one of the banquets.
11. Clubs will accrue points toward the Club of the Year Award as follows:
First – 8 points, Second – 6 points, Third – 4 points, Honorable Mention – 2 points

Rules for Video Essay Contest

1. A video essay is a series of projectable video clips accompanied by music and/or a narrative which tell an integrated story presented in a pleasing and understandable manner.
2. The deadline for receipt of entries by the contest chair is July 15th, with judging conducted in August. Members may submit one entry per year with a maximum number of member entries per club of 8, as in other digital contests (see #10 for point accrual.) In addition, a club may also submit one club entry in which one or more members may work collaboratively on an essay. Customarily, the club president or other club officer submits a club entry. Club entries are not awarded points toward the Club of the Year Award.
3. The minimum frame rate shall be four (4) frames per second (fps), with no maximum fps. The program time shall not exceed six (6) minutes. Hint: the majority of winning slide essay entries in the past few years have been between 4-5 minutes. Still images can be used for time lapse or stop-action, but must meet the 4 fps rule. Any and all Computer Graphic Effects can be used. The video clips must be the work of the entrant(s), with no commercial clips allowed. The video essay should contain the source of the sound track, but must not identify the maker or club entering the contest.
4. Standard N4C naming will be used with the video essay contest—with the file name used for the .mp4 entry submitted. A USB memory stick may be used to send an entry by mail to the contest chair Carl Hardy@ 3236 Maplewood Street Sioux City, Iowa 51104. Must include file name, entrant's name for entering the contest, e-mail communication with the maker's name, e-mail address, and telephone number, if technical assistance is desired. The video essay chair will confirm receipt of the video essay via e-mail.

Rules for Photojournalism Story Contest

1. An annual Photojournalism Story Contest, to be held at the Spring Mini-Convention. A maximum of five images, either digital or print, with up to 30 words per image for a caption (150 words total), and no music allowed. If submitted as prints they should be UNMOUNTED or on a lightweight mount not to exceed 8 x 12 inches in size.
2. Only minimal digital editing is allowed. In the interest of credibility, photographs that misrepresent the truth, such as manipulation to alter the subject matter, or situations set up for the purpose of photography, are unacceptable. No elements may be moved, cloned, added, deleted, rearranged, or combined. No manipulation or modification is permitted except resizing, cropping, selective lightening or darkening, and restoration of original color of the scene. No special effect filters may be added or applied.
3. The three (3) jury members shall vote a score of between two (2) and five (5) points (the same as Journalism Prints Separate voting for technique, composition, and interest will NOT be made, but will be considered only in connection with the suitability of the work for Journalism competition).
4. An additional CAPTION VOTING will be scored between two (2) and five (5) points. The total score for each submitted photograph will range from twelve (12) to thirty (30) points.

Rules for Panorama Print Annual Contest

1. A Panorama print is considered to be a photographic print with an aspect ratio greater than 2:1 with no square inch limitation.

2. Open contest, any subject, mode or process, color or Black & White, one entry per member.

Rules for Camera Club Communication Annual Competition

1. N4C will run two separate Communication Contests. One for Bulletins and Newsletters, and one for Web Sites. This annual competition will only be conducted in August.

2. The contests will be run by Carl Hardy, newly appointed Club Communications Contest Chair. Doug Conrad has been appointed as a Club Communications Contest Vice Chair.

3. Carl Hardy will manage the promotion, advertising, contest rules and collection of the entries. Awards will be presented to the First, Second, Third, and Honorable Mention positions. The winners will be announced at the N4C Annual Convention.

4. Carl Hardy will manage the judging and selection of winning entries. Winners will be announced at the Convention. The BOD will arrange for the availability of all necessary medals.

5. Clubs will accrue points toward the Club of the Year Award as follows:

   First – 8 points, Second – 6 points, Third – 4 points, Honorable Mention – 2 points

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7. Carl Hardy will manage the judging and selection of winning entries. Winners will be announced at the Convention. The BOD will arrange for the availability of all necessary medals.

8. Clubs will accrue points toward the Club of the Year Award as follows:
   First – 8 points,   Second – 6 points,   Third – 4 points,   Honorable Mention – 2 points

Rules for Bulletin/Newsletter Contest

1. **Design:** Is the layout well designed and pleasing to the eye? Is color used appropriately? Is the information in its most readable fashion?

2. **Quality & Readability:** Is everything well written? Does the newsletter sustain reader interest? Is the bulletin pleasing to the eye?

3. **Balance:** Is there a variety of information? Balance between past and future events? Is there a good mix of long and short articles?

4. **Articles:** Is substantive information included? For example: "How-To" articles and information about speakers and programs. Also, ethical issues in photography, and photographic trends, including new products.

5. **Past Events:** Are the results of competitions or critique sessions included? Are there reports of past meetings, field trips, or outings?

6. **N4C Information:** Is the N4C logo used prominently? Is there information about N4C activities and events?

7. **Member Information:** Are there articles about members, or articles written by members?

8. **Contact Information:** Is an address listed for the editor? Are club officers and committee chairs listed?

9. **Page Identification:** Are pages numbered in a consistent way? Is the issue identified by issue number, month and year?

10. **Font Selection:** Do the choice and size of fonts make the newsletter easy to read? Are too many different fonts used?

11. **Spelling:** Is it evident that the bulletin was proofread carefully? Are all words spelled correctly?

12. **Grammar:** Is proper grammar used throughout the newsletter?

13. **Photos & Graphics:** Are they used appropriately? Do illustrations fit the subject, or are they just filler?

Rules for Website Contest

1. **Home Page:** First impressions are everything. Does the home page convey professionalism, creativity, and interest? Does it have a pleasing graphic feel? Are links or a menu included? Is the page appealing, polished, and easily understood?

2. **Design:** Is there good use of color, easily readable fonts, short loading times, meaningful graphics, high quality images. Does the layout allow visitors to focus on the club's message?

3. **Content:** Most important web site element is content. Does content define who the club is, what the club does, why the club exists, club's location, and contact info?

4. **Navigation and Ease of Use:** Is the navigation logical? Is there a home link on the toolbar? Does the site load quickly? Is there a search tool? Is the navigation user friendly, simple and fast?

5. **N4C Logo and Information:** Is the N4C logo used prominently? Is there information about N4C activities, competitions and events? Is there a link to the N4C Web Site and N4C Bulletin?

6. **Functionality and Clarity:** Are writing, spelling and grammar error free? Is the site easy to access, use and navigate?

7. **Browser Compatibility:** Does the site display well in many browsers and across computer platforms? Is the site optimized for different search engines?

8. **Legal Considerations:** Does the site include privacy policies, copyright notices, conditions of use, disclaimers, trademarks, or contact info? A web site could have legal issues if it accepts user submitted content.

9. **Are Club Objectives Met:** Is this site intended for Members Only, to Recruit New Members, to be an Outlet for Member Images, to Educate Members, or some combination of these objectives? Are the objectives met?

Annual Contest Policy

1. An Annual Contest is defined as any contest that only occurs once during a single contest year.

2. Awards and medals will be awarded according to current judging club rules.

3. An Annual Contest may be sponsored by the Council or by any member club with the approval of the N4C Board of Directors. Any club sponsoring a contest will be responsible for the logistics and management of that contest.

Rules for the N4C Annual Awards

1. It is the duty of the club hosting the Annual Convention to conduct the annual contest. The host club must:
   a. Arrange for the judging of all contest material,
   b. Supply all medals and award certificates,
   c. Arrange for the showing of all winning digital images as part of the convention program, and
   d. Arrange for the presentation of the awards at the annual banquet.

2. The Convention Chair will appoint a committee of no less than three (3) members to execute and perform the duties listed above.

3. All First, Second, Third, and Honorable Mention winners in the N4C sponsored monthly competitions, or N4C approved special event contests such as Invitational Salons or N4C Club sponsored contests are eligible for inclusion in the Annual Competition. Merit award winners are **NOT** eligible. Only work that won **in the current competition season** is eligible. The competition season begins in September and ends in May.

4. By June 1, the Annual Contest Committee shall notify the Second Vice-President of the address to which the winning works must be sent. The committee will also specify a deadline by which the entries must be received. Judging may **NOT** be held before July 1.

5. The Second Vice-President will forward this information to each N4C Club. A list of that club's eligible entries will be sent at the same time.

6. All winning digital images and prints will be judged by three (3) competent jurors who have worked in the division they are judging. Persons selected to judge cannot be affiliated with N4C. Journalism images and prints should be judged by experienced journalists or news photographers.

7. Judging shall be done according to N4C contest rules and must be completed in time to allow for the purchase and engraving of awards and medals.

8. All contest material must be returned to the Convention Committee in sufficient time to make arrangements for the presentation and display of the work at the Annual Convention.

9. Large and Small Club of the Year and Photographer of the Year will be selected on the basis of total points earned during the current competition season. With the exception of the Communication Contest and Photo Essay Contest (see appropriate entries in this section), point values are as follows:

> First – Four (4) points
> Second – Three (3) points
> Third – Two (2) points
> Honorable Mention – One (1) point

The large Club of the Year award will be presented to a club with 30 or more members. The Small Club of the Year Award will be presented to a club with 29 or fewer members. Membership numbers are based on the figures that appear in the current *N4C Directory*. The photographer who accumulates the most points during the current competition season shall be named as Photographer of the Year.

10. Awards are to be furnished for all First, Second, Third place winners in all divisions of the Annual Competition. Certificates of Merit are to be furnished for three (3) Honorable Mention positions in all divisions of the Annual Competition. When the number of entries in any division of the annual competition exceeds 60, an additional Honorable Mention will be given for each increment of 10 entries over 60. An award shall be furnished for the Large and Small Club of the Year and for the Photographer of the Year. No other contest awards shall be made. Awards shall be furnished by the convention host club, but shall be paid from the N4C treasury. Awards shall be properly engraved with the name of the winner.

11. All winning digital images from the current competition season must be shown as part of the Annual Convention program. The host club must also show the top three (3) Photo Essays. All winning prints from the current competition season must be displayed at the Annual Convention. Convention registrants may dispense with any or all showings by a simple majority vote.

The presentation of the awards shall be done by the N4C President with the assistance of the First Vice-President. The awards will be presented at the banquet. The Contest Committee will furnish the N4C President with a list of all of the winners in all divisions of competition to be used during the award ceremony. A copy of the list will be given to the Editor of the *N4C News Bulletin* for subsequent publication.

12. All contest material shall be returned to the participating clubs by the Contest Committee as soon as possible following the Convention, including such awards and/or trophies not claimed at the banquet. Contest material may be claimed by club members attending the Convention **immediately after adjournment** unless the host club makes other arrangements for promptly returning the entries.

N4C Member Numbers

Member Number assignment is the responsibility of each Club's N4C Contact. A system of Member Numbers simplifies and reduces errors in identifying and tracking contest entries and points. Member Numbers must be used for all contest entries as a concise and consistent way of identifying the camera club and entrant. The judges may see image filenames and this coded number prevents recognition of entrants and clubs by name.

Member Number Format – Example: CE028
The Member Number will identify the N4C club as well as the individual club member.

ϒ CE = the Club Code of the entrant's camera club – See Club Codes below.
ϒ 028 = entrant's ID Number assigned sequentially by the entrant's camera club.

Master Member Number List
The Club N4C Contact will maintain their club list of Member Number assignments that will include Member Name and Member First & Last Name.

The Club N4C Contact will Email (preferably on a spreadsheet form to be supplied by N4C) all revisions of Member Number assignments to the Ken Johnson web@n4c.us who will maintain the Master Member Number List. Member number assignments will be permanent within a club – not changing from year to year. Inactive numbers are not to be reassigned to another member. Members belonging to more than one club will have different numbers in each club. A member must make all N4C contest entries from the same club throughout the contest year.

CLUB CODES

(** indicates "Large Club" with 30 or more members as indicated in the *N4C Directory*)

Club Code	Club Name	Location
AE	Albert Lea Lens & Shutter Photography Club	Albert Lea, MN
AR	**Black Hills Photography Club	Rapid City, SD
CE	**Central Iowa Camera Club	Marshalltown, IA
CJ	Cedar Rapids Camera Club	Cedar Rapids, IA
CN	Color Shooters Camera Club	Moline, IL
DA	**Dubuque Camera Club	Dubuque, IA
DE	**Des Moines Camera Club	Des Moines, IA
DJ	**Duluth-Superior Camera Club	Duluth, MN
FA	**Fort Dodge Camera Club	Fort Dodge, IA
FE	**Fargo-Moorhead Camera Club	Fargo, ND
GB	Great River Camera Club	Muscatine, IA
HA	Huron Area Photography Club	Huron, SD
HE	Heart O'Lakes Camera Club	Fergus Falls, MN
JA	Iowa City Camera Club	Iowa City, IA
KA	Kuntemeier Kamera Club	W. St. Paul, MN
LE	**La Crosse Area Camera Club	La Crosse, WI
LN	Lidgerwood Camera Club	Lidgerwood, ND
LR	**Lincoln Camera Club	Lincoln, NE
MA	**Minot Camera Club	Minot, ND
ME	Mitchell Camera Club	Mitchell, SD

Club Code	Club Name	Location
MJ	**Minnesota Valley Photography Club	Lakeville, MN
MM	Individual Member	
NA	**North Metro Photo Club	Fridley, MN
NB	**North Iowa Photo Club	Mason City, IA
NE	**Omaha Camera Club	Omaha, NE
PC	Photoshooters Club	Pelican Rapids, MN
RA	RV Digital Camera Club	Dewar, IA
SA	Shutterbug Camera Club	Burlington, IA
SE	**Sioux City Camera Club	Sioux City, IA
SK	Sioux Falls Camera Club	Sioux Falls, SD
SN	**Saint Paul Camera Club	St. Paul, MN
SP	Southwestern Iowa Shutterbugs	Creston, IA
TA	Topeka Camera Club	Topeka, KS
WA	**Wichita Area Camera Club	Wichita, KS
WC	**Western Wisconsin Photo Club	Hudson, WI
WJ	Women's Color Photo Club	Minneapolis, MN
IM	Image Makers	Hartford, IA
WB	West Central Iowa Camera Club	Manning, IA