



## Conflict and Visual Culture Initiative Image Submission Agreement

### Instructions for submitting images

Please visit our website, [www.aschcenter.org](http://www.aschcenter.org) to see how your images will be displayed. Note that square “thumbnail” images are displayed in the right sidebar. Captions can be displayed as well. Clicking on an image takes you to the photogallery ([aschcenter.smugmug.com](http://aschcenter.smugmug.com)), where the images are displayed in larger format and in correct proportions. Each artist’s work will reside in a separate gallery.

Please read the following carefully before submitting, and contact [jhyman@brynmawr.edu](mailto:jhyman@brynmawr.edu) if you have any questions.

**Format:** Image files may be in .jpg or .gif format.

**Filename:** Include your name as well as the image identification. Filenames can be as long as you like, and can include punctuation and spaces, though some symbols (e.g. ©) can cause problems.

**Content:** Make sure you are only submitting images that you wish to be displayed, and that the size and quality are appropriate for online viewing.

**Description:** Provide us with a title of the project that your images represent. Where relevant, include image titles, descriptive captions (including location). In addition please provide a paragraph or more about yourself, your project, and your interests as a visual artist.

#### File size:

- The maximum display size is 1024 x 768 pixels (larger than most laptop screens).
- Most images will be displayed at 800 x 600 pixels or less.
- Display resolution will be 100 pixels per inch, sufficient for screen viewing.
- Images that are larger or higher resolution than necessary will be automatically resized.
- Files that are larger than necessary may be difficult to upload.

**Security:** When your images have been uploaded into our online gallery, they will be protected in the following ways:

- “right-click protect” prevents viewers from easily copying images
- viewers will not be permitted to purchase prints of images
- Access to the original image will be blocked

#### How to submit your images:

The most efficient method is for you to email your images directly to Asch’s photosharing site.

Attach photo files to an email message addressed to [aschcenter@email.smugmug.com](mailto:aschcenter@email.smugmug.com).

Type *cvcguest* in the subject line – all lowercase, no other characters.

Type your name and the number of images submitted into the body of the email.

If you prefer, you may make your images available to us from your own photosharing site, or send us a CD containing your files.