



Check List of PSA Catalog Requirements.

(Must be used when preparing your exhibition's catalog)
(June 29, 2017)

A. Cover:

- 1. The cover must show name of exhibition and year. Make exhibition and year large enough for exhibitors to easily recognize. Using "The 28th" does not necessarily tell exhibitors or catalog users anything. "2014" (or whatever year) does.
- 2. The year on the cover must be based on the Closing Date of the exhibition, not on the date(s) the entries were judged or the resulting show presented to the public.
- 3. The cover **must** show the PSA logo with the Exhibition Registration Number below the logo.



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B. Contents:

- 1. Must contain the official PSA Recognition Statement. This advertisement must be at least the same size as that of any other international recognizing body. **It only needs to appear once in the Catalog regardless of how many Divisions recognized your Exhibition.**

The sponsors of this International Exhibition of Photography have been awarded Recognition by PSA, the world's largest patron of international photographic exhibitions. PSA, although it has provided recognition, is neither a sponsor nor directly involved in the operation of this exhibition.



Valid acceptances received by PSA Members in recognized sections of this exhibition are eligible for PSA Star Ratings, listing in the world-wide PSA Who's Who of Photography and credited towards the PSA Distinctions of PPSA, EPSA, MPSA, GMPSA, **GMPSA/b, GMPSA/s, GMPSA/g, and GMPSA/p.**

PSA is a non-profit organization promoting the advancement of photography in all its forms to novice, amateur and professional photographers worldwide.

For information on membership and the many services and activities of PSA, contact:

psa
PHOTOGRAPHIC SOCIETY OF AMERICA
8241 S. Walker Avenue, Suite 104
Oklahoma City, OK 73139-9401, U.S.A.
E-mail: hq@psa-photo.org
Web Site: <http://www.psa-photo.org>

Please note the PSA Address and PSA Distinctions within the statement. Do not use old Recognition Statements. They no longer have the correct address or all distinctions.

Click on

<http://www.psa-photo.org/psaexhibitionrecognition/psa-recognition-statement-horizontal.jpg> for a horizontal version or

<http://www.psa-photo.org/psaexhibitionrecognition/psa-recognition-statement-vertical.jpg> for a vertical version.

Both are large files that can be resized as required without loss of quality.

- 2. First page must show name of exhibition, year of the exhibition (year of Closing Date), and PSA Recognition Number. Make exhibition, year, and recognition number large enough for exhibitors to easily recognize.
- 3. List the name and URL and email of the organization running the exhibition and the name, postal address, and email address of the Chairman of the exhibition.
- 4. List the names of the judges and their briefly stated honors, qualifications and short addresses, for each class, category, or section. (NOTE – It is not necessary for judges to be PSA members).
- 5. **All section names, PSA Division Names and all listings of the names of successful exhibitors, accepted Image titles, medal and award winners, and judges' names must be published in English.** Dual language catalogs are allowed.
- 6. List awards separately by class, category, or section preceding the listing of successful exhibitors. **These are required as separate lists.** Image reproductions are not required but add a welcome touch for the exhibitors and volunteer workers who need to work with your catalogs. **Some recent catalogs have been forgetting to include these separate listings of the Award Winners.**
- 7. List successful exhibitors in **alphabetical order by surname**, including given name and initial wherever possible, with minimal address (City and Country or State and Country) and titles of all accepted entries, or make an alphabetical listing of countries and include the appropriate names alphabetically under each. Do this for each class (star path), category and/or division separately in order (e.g. PID, Nature, Photojournalism, Photo Travel, Pictorial Prints, 3D) **in a single catalog.** Images in separate sections of the same Division but within the same media and judged by the same judges can be together but identified using a section code. **Do not list any titles for images that were not accepted and do not list any exhibitors that did not have any acceptances.**
- 8. List all acceptances in the catalog listing section(s) including those images that are listed in the catalog awards and HM section(s). Those entrants earning awards will have their names and titles listed twice, once in the Awards section of the catalog and again in the Acceptances section of the catalog.

- 9. Statistics table(s) showing the number of images entered in each section and the number of acceptances in each section. The number of accepted images in each section for circuits must show the number of acceptances in each section in each judging.
- 10. The type size and font used in the catalog exhibitor acceptance listings must be legible to the average reader. (A 10-point font is minimum recommended. Please remember Star Rating and Galaxy Award Directors will be using the catalog for several years and they deserve to have an acceptance listing that is easily read).
- 11. If so stated in the exhibition entry form, the exhibition catalog may be made available to those exhibitors who prefer an electronic file for viewing and downloading on the Internet. If the entrant does not require a mailed copy, the exhibition may reduce the entry fee by the estimated savings in postage. All catalogs made available on the Internet must have the exhibition's name and year on each page of the acceptance listings and must include everything that the published version does.
- 12. **Electronic versions of the Catalog MUST be in PDF format. Other formats, such as DOC or EXE, are not acceptable.**
- 13. Internet Exhibition catalogs shall be made available on the Internet for exhibitor viewing and/or downloading for a minimum of six (6) months; the URL must be listed in the entry form. Traditional catalogs may also be produced and distributed.
- 14. The catalog should state that neither PSA nor the exhibition sponsors assume any responsibility for misuse of copyright by anyone.
- 15. The Catalog and the Exhibition Data Acceptance Spreadsheets (EDAS) **must** contain the same acceptances and individual awards. Upon completion of the draft of your catalog, compare the information in the Catalog with the information in the EDASs previously submitted and submit itemized corrections for each EDAS to exhibitionresults@psa-photo.org. Do not resubmit entire EDAS.

C. Companion CD:

- 1. Exhibitions may produce a companion CD or DVD of the accepted and award winning images if space is provided in the entry form for the exhibitor's permission. The largest permissible image dimension is 800 pixels with a resolution of 72 dpi in JPEG format image quality # 7 or less.
- 2. The CD or DVD should follow the same format as a printed catalog or a pdf electronic catalog with the addition of reproductions of the award winning images and the accepted images. Viewers shall be given the option of automatic advance or manual advance.
- 3. **These CD's and/or DVD's, as well as any on-line animated catalogs, must be compatible with both Windows PC and Macintosh computers. Catalogs in EXE formats are not allowed.**

4. **Companion CD's, DVD's and/or on-line animated catalogs must be in addition to any printed catalog or electronic PDF catalog.**

D. Special Print Exhibition Requirement:

1. Catalog must be available at all times from the first day of the exhibition or public showing of prints.
2. If not possible, accepted prints must be identified by means of an equivalent list or a tab on the corner of each print, or a card next to the print, listing the makers name and country, the title, and any award(s) received.

E. Catalog Mailing Requirements:

1. One printed copy of the catalog must be sent to the Directors of Star Ratings and Galaxy Ratings for each Division that recognized sections of your exhibition **except for the Projected Image Division (PID), Nature, and Photo Travel Star Ratings Directors**. In some cases that will result in one person receiving two copies.
2. One copy using the format provided to the entrants (printed, DVD, pdf, Etc.) must be sent to the Directors of Star Ratings and Galaxy Ratings, the Who's Who Directors, and the Image of the Year Directors for each Division that recognized sections of your exhibition. If the copy provided entrants is a pdf version downloaded from your web site by the entrant, you must email a copy of the pdf to the Directors. It shall not be the responsibility of the Directors to download the pdf copies.
3. One copy using the format provided to the entrants must be sent to the Vice-President, Exhibition Services.
4. **These catalogs are in addition to any sent to entrants.** If the person on the above list was an also an entrant, an additional copy must be sent. The catalog provided to the person as an entrant **cannot double** as the copy required as an identified Director. If a person appears on more than one list or more than one time on the lists, a copy must be submitted for each appearance on the list.
5. **These copies are required even if electronic copies of the Catalog are posted on the Exhibition Web Site for downloading by the Entrants. It shall not be the responsibility of the various Directors to download the required copies.**
6. **Submitting these copies does not eliminate the need to submit Exhibition Data Acceptance Spreadsheets (EDAS) covered elsewhere in the Exhibition Standards.**

A list of persons you are required to send copies of your catalog to may be found at:

<http://www.psa-photo.org/psaexhibitionrecognition/send-catalogs-to.pdf>

It is suggested the names and addresses be cut out and pasted onto envelopes as mailing labels. Some persons listed are required to receive more than one copy of the catalog. You must send all required copies. It shall not be the responsibility of the Star Ratings Directors to print copies from electronic files. Failure to send these printed copies could result in recognition of your exhibition being revoked.

These catalogs are in addition to any sent to entrants. If the person on the list was also an entrant, that person must receive the copies required by the list as well as any copies due them as an entrant.

- 7. Printed catalogs must be sent by First Class Mail (or airmail by overseas exhibitions) to the Star Ratings and Galaxy Ratings Directors listed in the document above on or before the approved catalog mailing date.
- 8. Catalogs must not be enclosed with an entry if it is being forwarded to another exhibition. **The catalog must be mailed directly to the entrant – never forwarded with slides and/or prints.**