



APPLICATION INSTRUCTIONS FOR GALAXY and DIAMOND MERIT AWARDS

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Introduction

Galaxy and Diamond Merit Awards are the second and third tiers of the PSA Star Rating system. These awards are used by PSA to acknowledge the acceptances a member receives in PSA-recognized international exhibitions in each Division or Class after they have achieved a Star 5 rating in the relevant Star Path.

These instructions apply to all Divisions and Classes except the 3D Division which has a separate award structure. The instructions are divided into three sections. Part A contains information that applies to all PSA Divisions and Classes (except 3D); Part B contains information that is specific to the Divisions and Classes that have some additional special rules, and the appendices contain supplementary information.

Before proceeding, you should read the PSA Ethics Statement in Appendix B.

Only PSA members in good standing (membership current) can apply for Galaxy or Diamond merit awards.

When you apply for a Star, Galaxy or Diamond award you must use the given names and surname that you used when you joined PSA. *These should be the names you use when entering all exhibitions.* The Star Ratings Director will check your names and membership number against the PSA membership database and against the acceptance data supplied by exhibitions; if you have used different names this may prevent your application from being processed correctly.

All applications for Star, Galaxy and Diamond awards are processed by volunteers. The time required for processing will vary according to the complexity of the application, the accuracy of the information supplied by the applicant and the workload of the SRD. Please be patient when waiting for your application to be processed.

PART A –INSTRUCTIONS FOR ALL DIVISIONS

The Basic Application Process

To apply for a Galaxy or Diamond Merit Award you must:

- Have achieved a Star 5 rating in the Division or Class in which you are applying for Galaxy 1, or
- Have achieved a Galaxy 10 rating in the Division or Class in which you are applying for Diamond 1.
- Complete a list of the **acceptances** that you want to claim, using the *Galaxy-Diamond Application Spreadsheet* that you can download from the PSA website.
- Complete a list of the **titles** used to gain those acceptances (using the same spreadsheet).
- Provide proof of your last approved Star, Galaxy or Diamond award.
- Submit your application to the relevant Star Ratings Director.
- Wait to be notified that your application has been successful.
- Pay the application fee.

A pdf Certificate for your highest Galaxy or Diamond level will be issued after the fee is paid and your approved application will be returned to you.

Checking the Eligibility of Your Acceptances

1. When you enter an international exhibition, it is important to note the PSA Division or Class that has granted recognition to the section you are entering because each Division and Class has a separate Star Path. Acceptances gained in a section recognized by one Division or Class *cannot* be used in an application for a Galaxy or Diamond Merit Award in a different Division or Class. For example, acceptances in a section recognized by the Projected Image Division-Mono cannot be used in a Projected Image Division-Color application or in a Pictorial Print Division-Mono application; acceptances gained in a Photo Travel section cannot be used in a Photojournalism application, and so on.
2. Once an image has been accepted in a PSA-recognized exhibition it cannot be entered again in that exhibition in the same Division or Class even if there are differently named sections in the Division or Class. For example, if an image was accepted in a landscape section recognized by PIDC in 2016, it cannot be entered in an open section of the same exhibition recognized by PIDC in a subsequent year.
3. Some exhibitions have both print and digital sections that are recognized by the same Division. For example, an exhibition might have a Nature Print section and a Nature Digital section. An image receiving an acceptance in one of those sections cannot be entered in the other section in a subsequent year.
4. If the same image receives acceptances in sections of different exhibitions that were recognized by different Divisions or Classes (for example, PIDC and Nature) the acceptances in each Division/Class can be used for Galaxy or Diamond applications only in the relevant Division or Class. For example, if your Nature image called “Red fox” was accepted in a Nature section in the Southampton International and in a PIDC section in the Yorkshire International the Southampton acceptance could be used in a Nature Galaxy application and the Yorkshire acceptance could be used in a PIDC Galaxy application.
5. It is important to note that the subject matter in an image does *not* determine its eligibility for use in a Galaxy or Diamond application. For example, if an image that satisfies the Nature definition is accepted in a PIDC section that acceptance is *not* eligible for use towards a Nature Galaxy. It is the Division/Class in which the image was accepted that determines which Star Path it can be used in.

Image Titles

6. Each different image you enter in a PSA recognized exhibition must have a unique title.
7. A projected image and a print of the same image must have the same title.
8. Color version of a data capture and a monochrome version of the same data capture:
 - a. For Salons with a closing date prior to 1 August 2018, PSA Rules considered a Color version of a data capture and a monochrome version of the same data capture to be different images that must be given different titles. (Note: In 2012, a color version and monochrome version of the same data capture were required to have the same title.);
 - b. *For Salons with a closing date of 1 August 2018 or later, PSA Rules consider a color version of a data capture and a monochrome version of the same data capture to be the same image and both versions must be given the same title. (Note: Titles such as “Utah landscape” and “Utah landscape BW” are NOT the same – both versions of that image should be called “Utah landscape”.)*

9. Once an image has been accepted in a PSA recognized exhibition, that same image, or a like "in camera" or a "reproduction" duplicate of that image may not be re-titled for entry in that or any other PSA recognized exhibition even if it is entered in sections recognized by different Divisions or Classes. If you have inadvertently used two titles for the same image, tell the Star Ratings Director when you apply for the relevant Galaxy or Diamond award so that all the acceptances can be counted if they meet all other requirements. For example, you might provide evidence that 'Sunrise' and 'Pink Sky' are the same image, inadvertently entered under different titles.
10. Exhibitors frequently append a number or letter after the text of the title to distinguish between different images (for example, "Red rose" and "Red rose 2"). This is permitted, but it is not recommended. The omission of this extra data is the most common error found in catalogs and other results notifications. This can cause problems on your applications.
11. The Conditions of Entry of some exhibitions place character limits on titles. Exceeding this limit can cause your title to be truncated in the catalog. This may result in your claim for a title or acceptance being rejected. If the title of your intended entry exceeds the character limit and it has already been accepted in another PSA recognized exhibition, regardless of which Division or Class recognized it, you cannot change its title. You will have to select another image with a shorter title for entry into that exhibition.
12. Initials and abbreviations can be used to reduce the title length and will be considered the same title as one with the words fully spelled out. If you submit a Galaxy or Diamond application with shortened titles, be sure to put the exact title that was accepted by the exhibition on your Acceptance List, but show the two titles that you had to use for an image on your Titles List. For example, on your Titles List show "Mountain Sunset Yellowstone National Park = Mtn Sunset Yellowstone NP" to indicate both titles are the same image.
13. Do not use full words and abbreviated words to get different titles on your Titles List. This is unacceptable and the titles will not be verified.
14. If you or an exhibition organizer make a minor error in an image title you can indicate this on your Titles List in the following way: "Two little girl" = "Two little girls".

Acceptances and Titles required for Galaxy and Diamond Merit Awards

15. The Galaxy and Diamond awards in each Division or Class require the following titles and acceptances:

AWARD	TITLE SETS	ACCEPTANCES
Galaxy 1 - 5	25 <i>new</i> titles for each Galaxy award	3 acceptances for each title - for a total of 75 acceptances per award
Galaxy 6 - 10	50 <i>new</i> titles for each Galaxy award	3 acceptances for each title - for a total of 150 acceptances per award
Diamond 1 - 5	50 <i>new</i> titles for each Galaxy award	6 acceptances for each title - for a total of 300 acceptances per award
Diamond 6 - 10	75 <i>new</i> titles for each Galaxy award	6 acceptances for each title - for a total of 450 acceptances per award

Note: A Galaxy title-set is defined as one title supported by three acceptances. A Diamond title-set is defined as one title supported by six acceptances.

16. For each award (Galaxy 1, Galaxy 2, etc.) all titles and acceptances must be new – they must not have been used to obtain any previous Star, Galaxy, or Diamond award.

17. All titles that were used for Stars 1-5 in a Division or Class are 'retired' once Star 5 is awarded – they cannot be used again for awards *in that Division or Class*. All these titles will be included on the Verified Titles List submitted with your Galaxy 1 application.
18. As each new merit award is approved (Galaxy 1, Galaxy 2, etc.) the titles used for that award are added to the Verified Titles List and they cannot be used in later applications for any award *in that Division or Class*.

Basic Application Rules

19. Applications for Galaxy and Diamond awards must be in English.
20. All applications must be submitted on the *Galaxy-Diamond Application Spreadsheet* that can be downloaded from the Stars/ROPA page of the PSA website. Refer to Appendix A for detailed instructions.
21. You may apply for two Galaxy ratings at a time for Galaxies 1-5. For Galaxies 6-10 and for all Diamond awards you may apply for only one rating at a time. This keeps the workload manageable for the SRD and minimizes problems that may arise if any of your titles or acceptances cannot be verified.
22. If you apply for more than one Galaxy rating at a time, do NOT separate your application for each Galaxy level. Enter all the acceptances on one New Acceptances List and all the titles on one New Titles List.
23. You cannot combine Galaxy and Diamond applications. You must be awarded Galaxy 10 before you can apply for Diamond 1 in a Division or Class.
24. On each Galaxy or Diamond application it is helpful to include one or two extra titles and their acceptances in case the SRD is unable to verify any of the titles or acceptances in your application. Do not include an excessive number of extra titles.

Data Accuracy and Error Correction

25. *The accuracy of your acceptances history and the accuracy of the information you submit on Galaxy and Diamond applications is your responsibility.*
26. It is recommended that you maintain your master acceptance lists and titles lists as an spreadsheet in a format similar to the spreadsheets that must be submitted with your Galaxy and Diamond ratings applications. You should update your master file immediately upon receipt of official results from each exhibition. This will make it easier to sort your data, and to compile your lists at the time you apply for a new Galaxy or Diamond rating. Backup your files in several places. Further suggestions for record keeping are given in *Guidelines for Using the Galaxy-Diamond Application Spreadsheet* that you can download from the Stars/ROPA page of the PSA website.
27. The principal source of information used to verify acceptances and titles earned after December 31, 2012, is the Exhibition Data Acceptances Spreadsheet (EDAS) sent to PSA by each exhibition organizer. If you are claiming acceptances gained prior to that date, you may be asked to supply alternative forms of reasonable proof of acceptances and titles (such as scanned pages of catalogues).
28. Exhibition organizers are required to send EDAS documents to PSA within 30 days of the judging. The data is then entered into the PSA acceptances database. You should refer to the Closed Exhibitions list on the PSA website to confirm that the exhibition has submitted its EDAS report before including an acceptance from that exhibition on a Galaxy or Diamond Rating application. Applications cannot be processed until all the relevant EDAS reports are received and processed by PSA.

29. It is your responsibility to check all information you receive from an exhibition and request corrections when errors are found. You should follow these steps for each exhibition that you enter:
- a. Check the information you type in on-line entry forms. *Take particular care that you have entered your name correctly.*
 - b. As soon as you receive your official results, check that information for accuracy. If there is an error, immediately correspond with the exhibition chairman and ask for the corrections to be made *before* the exhibition sends their EDAS reports to PSA.
 - c. Check for accuracy of your results again when you receive or download the exhibition catalog. If any errors you previously reported have not been corrected or if the information is not the same as your results notification, immediately correspond with the exhibition chairman or secretary to request a correction.
30. If an exhibition agrees that it made an error in the information it provided to PSA then you should request the exhibition to provide the PSA EDAS Director with the corrected data.
31. When you apply for Galaxy or Diamond awards, you will be notified of any discrepancies between the information provided to PSA by exhibitions and the information you provide. It is your responsibility to try to resolve these issues. This can be difficult, particularly if several years have passed between the date of the exhibition and the time you submit your Galaxy or Diamond application. In exceptional circumstances, a Star Ratings Director may request that you provide additional or alternative forms of reasonable proof of acceptances and titles. Report cards are not normally considered sufficient proof of acceptances.

Using Acceptances Gained Before You Joined PSA (effective 1 January 2019)

32. With the exceptions of the provisions described in the next two paragraphs, acceptances used in Galaxy and Diamond applications must have been gained while a member of PSA.
33. A member who has continuous membership may, without purchasing Stars Buy Back, use an unlimited number of eligible acceptances gained in exhibitions with a closing date up to one year prior to the date on which the member joined PSA.
34. To use eligible acceptances gained more than one year prior to joining PSA, the member must purchase ***Stars Buy Back Years***. A separate document on the PSA Star Ratings webpage explains the Stars Buy Back scheme in detail.

Using Acceptances Gained During a Break on Your PSA Membership.

35. A member who rejoins PSA after a break in membership may use eligible acceptances from all or part of that period of non-membership by purchasing ***Bridging Buy Back Years***. A separate document on the PSA Star Ratings webpage explains the Bridging Buy Back scheme in detail.

Credits for Annual PSA Division Competitions

36. Some Divisions hold annual Photo Essay (or similar) competitions for PSA members. These annual competitions are not International Exhibitions and are not credited toward PSA's annual Who's Who in Photography. However, award-winning entries in these annual competitions may be eligible to earn acceptance credits and title credits for Galaxies 1- 10 *in the same Division or Class as the Photo Essay*.

37. Each photo essay winning a Medal or HM can be claimed as 1 title with 3 acceptances (all in the one title-set).
38. Use the title of the essay competition as the ‘image title’ on the Titles List (e.g. “ND Photo Essay”).
39. No more than three photo essay acceptance credits and one essay title credit can be claimed for any one Galaxy 1- 10 rating.
40. No more than six photo essay acceptance credits and two photo essay title credits can be claimed for any calendar year.
41. Your Galaxy application must include a copy of the official results email that you received from the Photo Essay Competition Director.
42. Photo Essay Competition credits cannot be applied to any Diamond awards.
43. If you need further information about claiming Photo Essay credits please contact the relevant Star Ratings Director before submitting your application.

Acceptance Credits - Judging or Chairing Exhibition

44. Some *acceptance* credits may be earned for judging a PSA recognized section or sections of an international exhibition or for Chairing a PSA recognized International Exhibition. Credits for Judging are not new. Acceptance credits for Chairing were approved by the Board of Directors in September 2017 and cannot be claimed for exhibitions closing prior to that date.

Acceptance Credits - Judging

45. The Judging Credits earned for each exhibition section are entered in the PSA acceptances database after the EDAS reports are received. The number of Judging Credits that can be claimed for *each exhibition section* that is judged depends on the number of judges on the panel:

Size of Judging Panel	No. Judging Credits
3 judges	3 credits
More than 3 judges	1 credit

46. *Judging credits must be claimed in the same Division or Class as the section judged.*
47. All the Judging Credits earned for an exhibition do NOT have to be claimed on the same Star, Galaxy or Diamond application. Credits earned in a particular Star Path can be spread across different applications *in the same Star Path.*
48. Judging Credits can only be claimed if those credits were earned during a period in which the applicant was a member of PSA, or one year prior to the member joining PSA, or during the member’s Stars Buy Back or Bridging Buy Back period.

Acceptance Credits – Chairing Exhibition

49. For all PSA recognized international Salons closing on or after 1 December 2017 the person named as Chairman in the related EDAS document can claim Acceptance Credits in accordance with the following clauses.

50. Chairpersons will be awarded three Acceptance Credits for each PSA Approved section in the Exhibition, up to a maximum of six credits for each Star Path. These Acceptance Credits can be used in the same way as Acceptance Credits for Judging.
51. For a circuit, the Chairing Credits will be awarded to the overall circuit Chairman (not to the Chairman of each exhibition in the circuit). Only one set of credits can be awarded for each section in the circuit regardless of how many times that section is judged.
52. Chairing Credits can only be claimed if those credits were earned during a period in which the applicant was a member of PSA, or one year prior to the member joining PSA, or during the member's Stars Buy Back or Bridging Buy Back period.

Use of Acceptance Credits

53. The maximum number of Acceptance Credits that can be included on any one Galaxy or Diamond application changed 1 December, 2017, to:
 - a. Galaxy 1-5 : 9 Acceptance Credits per Galaxy
 - b. Galaxy 6-10 : 18 Acceptance Credits per Galaxy
 - c. Diamond 1-5 : 18 Acceptance Credits per Diamond
 - d. Diamond 6-10 : 27 Acceptance Credits per Diamond
54. *No title credits* may be claimed for judging or chairing International Exhibitions.
55. No more than one Acceptance Credit can be applied to a title-set. This means that a title set may consist three acceptances or two acceptances and one Acceptance Credit. You cannot make a title set from one acceptance and two Acceptance Credits. You cannot make a title set from three Acceptance Credits.
56. There is no restriction on when Acceptances Credits can be used. They do not expire.
57. An Acceptance Credit may be used only once.
58. Refer to the 'New Acceptances List' on the *Galaxy-Diamond Application Spreadsheet* for an example of how to format your Acceptance Credits on a Galaxy or Diamond application.

Application Fee

59. The current fee for processing *each* Galaxy or Diamond application is shown on the Star Ratings webpage. There is no fee difference between USA residents and residents of other countries.
 - a. If you are applying for more than one Galaxy at a time, multiply the number of awards for which you are applying by the fee for one award.
 - b. Fees must be in *USA dollars only*.
 - c. The preferred method of payment is PayPal. You do not need your own PayPal account to pay via PayPal, just a valid Master Card, Discover, Visa, or American Express credit card; or a Visa debit card.
 - d. After the Director has verified your data and finalized your award application you will be sent an email with the PayPal link to make your payment. PayPal payments must be submitted using this link. Do NOT use a PayPal link provided for a prior application or for another Division, as your payment will not get credited.
 - e. If you are unable to pay with PayPal please contact the relevant Star Ratings Director to arrange an alternative method of payment *before* you submit your application.
 - f. If you live in a country whose government blocks the use of PayPal please contact the relevant Star Ratings Director to arrange an alternative method of payment *before* you submit your application.

PART B – SPECIFIC INSTRUCTIONS FOR EACH DIVISION and CLASS

PROJECTED IMAGE DIVISION – COLOR CLASS

Acceptances earned in sections of exhibitions recognized by the Color Slide Division (CSD), the Color Projected Image Division (CPID), the Electronic Imaging Division, and the Projected Image Division-Color (PIDC), and only those acceptances, can be used to earn any PIDC merit award.

If you had received Star or Galaxy Ratings in either EID or CPID there was an opportunity (up until 31st December 2017) to convert those Ratings to PIDC Star or Galaxy Ratings. If you had this type of conversion approved and you want to use ‘conversion credits’ on a new Galaxy application in PIDC please contact Senior Star Ratings Director at ssrd@psa-photo.org for instructions before you submit your application.

If you had acceptances in EID or CPID that were not used as part of a conversion to PIDC Stars or Galaxies you can include those acceptances on a PIDC Galaxy application and indicate EID or CPID in the relevant column on the application spreadsheet. If you have any questions about this process please contact Senior Star Ratings Director at ssrd@psa-photo.org for instructions before you submit your application.

PROJECTED IMAGE DIVISION – MONOCHROME CLASS

The only acceptances that can be used in this Star path are acceptances gained in sections of exhibitions that have been recognized by the Projected Image Division-Monochrome Class (PIDM). Acceptances from monochrome images entered in sections of exhibitions that have been recognised by any other Division or Class, including the Projected Image Division-Color Class (PIDC), cannot be used in the PIDM Star Path.

PICTORIAL PRINT DIVISION

In the past, Galaxies and Diamonds were awarded separately in four PPD Print Classes: Large Monochrome Prints, Large Color Prints, Small Monochrome Prints and Small Color Prints. This is still an option until 1 January, 2020. From 1 July, 2019, there will be just two Star Paths – Colour (PPDC) and Monochrome (PPDM).

Before submitting an application in PPD please refer to the document on the PPD Star Ratings web page for examples of how to deal with acceptances received before and after the merger of these Star Paths.

PHOTOJOURNALISM DIVISION

Acceptances in PJD recognized sections of international exhibitions may be included on Galaxy or Diamond applications regardless of the medium of the image (print, slide or digital).

Under certain circumstances, the Photojournalism Division grants acceptance credits for published photographs – refer to the document on PJD Star Ratings webpage for more information. If you have any questions about claiming Publications Credits, please contact the PJ Star Ratings Director *before* submitting your application.

NATURE DIVISION

Acceptances in ND recognized sections of international exhibitions may be included on Galaxy

or Diamond applications regardless of the medium of the image (print, slide or digital).

PHOTO TRAVEL DIVISION

Acceptances in PTD recognized sections of international exhibitions may be included on Galaxy or Diamond applications regardless of the medium of the image (print, slide or digital).

3D DIVISION

The 3D Division does not issue Diamond and Galaxy awards. It has a series of Masters awards. For details, please contact the 3DD Star Ratings Director. The Galaxy / Diamond Excel Application File can be used to apply for 3DD Masters.

*If you have any questions about the specific requirements for a Division or Class it is important to contact the relevant Star Ratings Director by email **before** you submit your application.*

APPENDIX A PREPARING AN APPLICATION

All PSA Divisions and Classes now accept Galaxy and Diamond applications in electronic form (emailed to the Star Ratings Director). Applications must be submitted on the *Galaxy-Diamond Application Spreadsheet* that can be downloaded from the Stars/ROPA page of the PSA website.

You will need a separate spreadsheet for each Star Path. You cannot combine applications from different Star Paths (such as PIDC and PIDM).

The *Galaxy-Diamond Application Spreadsheet* is in Microsoft Excel format. Before using the spreadsheet, please read the *Guidelines for Using the Galaxy-Diamond Application Spreadsheet* which you can download from the Stars/ROPA page of the PSA website. This is particularly important if you do not have access to Excel, or if you are not familiar with using spreadsheets.

All Star applications will require you to enter data on these three pages of the spreadsheet:

Applicant page: This is where you enter your personal information (name, address, etc) as well as your *PSA joining date* and *Stars Buy Back date* (if you have taken advantage of the buy-back option).

Please check that all this information is the same as the information in the PSA member database. To do this, log in to the PSA website and select “My Account”.

New Titles List page: This is where you list all the titles used in your current application. They will all be ‘new’ because *you cannot use titles that have previously been used on any Star, Galaxy or Diamond application* in the Division or Class of your current application. After the SRD has approved your current application, the SRD will add these titles to the Verified Titles page, sort the entries on that page and lock it

New Acceptances List page: This is where you list all the acceptances you are using for your current application. *Do NOT include any acceptances that have previously been verified on any Star, Galaxy or Diamond application in this Division or Class.* This list must be sorted first by Image Title (alphabetically, A to Z), then by Exhibition Name (Alphabetically) and then by PSA Number. Please refer to the detailed instructions below.

The New Acceptances List

When entering details of the acceptances you want to claim, please note the following:

- To obtain the correct names of the exhibitions, refer to the PSA Journal or go to the PSA Web Site (<http://psa-photo.org>) and select Exhibitions from the menu.
- Do NOT preface an exhibition with the word “The” even if shown that way in the PSA Journal.
- Do NOT preface the exhibition with 1st, 2nd, 3rd, etc., even if shown that way in the PSA Journal.
- Do not put the year of the exhibition in the Exhibition column.
- For circuits (for example GASO, or Western Liguria), do *not* show the names of the individual judging sites in the Exhibition column.
- Use the PSA website’s Exhibitions lists to obtain all PSA recognized exhibition numbers. Do not include the letters “PSA” when listing the PSA Number.
- The year column should show the year of the closing date of the exhibition (not the year of the judging date).
- Use the country of the exhibition chairman for circuits with judging sites in different

countries.

- Use the year of the Photo Essay Contest when listing the title-set for essay credits.
- For Acceptance Credits and Photo Essay Competition credits refer to the previous full explanations above.
- Sort the Acceptance List first alphabetically by **Image Title** and then by **Exhibition** and then by **PSA Exhibition Number**.
- After the list is sorted, insert a blank line between each title set and manually number the title sets (as shown in the sample on the application spreadsheet). This will help the Star Ratings Director to process your application.

New Titles List

Include on this list all the titles that you have used on the New Acceptances List.

- The titles must be exactly the same as the titles you used when entering the exhibitions.
- Sort this list alphabetically by title then number the list, starting with 1.

APPLICATIONS CHECKLISTS

The procedure you will need to follow to complete and submit your application depends on whether you have previously received Galaxy or Diamond ratings in the Division/Class in which you are now applying.

IF THIS IS YOUR *FIRST GALAXY APPLICATION* IN THIS DIVISION OR CLASS

1. Complete the Applicant page of the *Galaxy-Diamond Application Spreadsheet*.
2. Complete your New Titles list.
3. Complete your New Acceptances list.
4. Copy your Verified Titles List from your **Star 5** application to the Verified Titles page. (Note: On your Star 5 application the Verified Titles List may have been referred to as a Retired Titles List.)
5. Email the following to the relevant Start Ratings Director:
 - i. Your completed *Galaxy-Diamond Application Spreadsheet*.
 - ii. A scanned copy of your Star 5 Verified Titles List (Retired Titles List).
6. Wait for notification from the SRD before making your PayPal payment.

IF YOUR LAST GALAXY OR DIAMOND AWARD WAS APPROVED ON A *SPREADSHEET IN THE FORMAT CURRENTLY DOWNLOADABLE FOR THE PSA WEBSITE*

1. Enter all your new data *on the spreadsheet that was returned to you by the SRD* after your last application was approved. Before doing this, make a backup of the file.
2. If necessary, update your personal information on the Applicant page of the spreadsheet.
3. Complete your New Titles list.
4. Complete your New Acceptances list.
5. Email the completed *Galaxy-Diamond Application Spreadsheet* to the relevant Start Ratings Director.
6. Wait for notification from the SRD before making your PayPal payment.

IF YOUR LAST AWARD (STAR 5, GALAXY OR DIAMOND) WAS APPROVED ON AN ELECTONIC SPREADSHEET IN A DIFFERENT FORMAT

1. Complete the information on the Applicant page of the new *Galaxy-Diamond Application Spreadsheet*.
2. Complete your New Titles list.
3. Complete your New Acceptances list.
4. Copy the Verified Titles list (Retired Titles list) from your last approved application to the Verified Titles List page on the new spreadsheet.
5. Email the following to the relevant Start Ratings Director:
 - i. Your completed *Galaxy-Diamond Application Spreadsheet*, AND
 - ii. The spreadsheet for your last Verified application (so that the SRD can check the Verified Titles List).
6. Wait for notification from the SRD before making your PayPal payment.

IF YOUR LAST AWARD (STAR 5, GALAXY OR DIAMOND) WAS APPROVED ON A PAPER APPLICATION

1. Complete the information on the Applicant page of the *Galaxy-Diamond Application Spreadsheet*.
2. Complete your New Titles list.
3. Complete your New Acceptances list.
4. Enter the information from the Verified Titles list from your last approved application into the Verified Titles List page of the spreadsheet. (Note: On your earlier application, this list may have been called the 'Retired Titles List'.)
5. Email-the following to the relevant Start Ratings Director:
 - i. The completed Galaxy-Diamond Application spreadsheet, AND.
 - ii. A scanned copy of your last Verified application (so that the SRD can check the Verified Titles List).

APPENDIX C

PHOTOGRAPHIC SOCIETY OF AMERICA ETHICS STATEMENT

A person participating in activities of the Photographic Society of America (PSA) or activities recognized by PSA shall act in accordance with all PSA policies, both as written and as obviously intended, without reservation. All participants shall be honest in performing and reporting services to the Society. Participants shall be ethical in making and presenting photographic images. Participants not in compliance with this ethics statement will be subject to sanctions by PSA, including loss of PSA membership and/or awards and honors if a PSA Member.

Photographic Society of America (PSA) Ethics Policy Statement

1.
 - a. Images submitted of competitions shall originate as photographs by the entrant on photographic emulsion or acquired digitally. By virtue of submitting an entry, the photographer certifies the work, including the original capture, as his/her own, including any adjustments or editing of digital image captures*.
 - b. Each Image must have a unique title. Once an image has been accepted in a PSA-recognized exhibition, that same image, or a like “in camera” or “reproduction” duplicate of that image:
 - i. May not be re-entered in any section of the same Division in that exhibition regardless of media, format, or title.
 - ii. May not be re-titled for entry in any other PSA-recognized exhibition.
 - iii. Monochrome images and Color images from the same image capture shall be considered the same with the same title.
 - c. Images submitted in internal competitions, contests, workshops, study-groups and the like shall strictly follow these standards, both written and as obviously intended, without reservation.
2. Information included in honors and awards proposals shall be exact and true.
3. Material submitted for possible publication in the PSA Journal and/or the PSA Website shall be solely the work of the author(s)*. Quotations from other material or gathered orally shall be carefully cited with credits given for all illustrations used, and permission use copyrighted material must be obtained by the author.

* Informative Note: In this context, work of the maker means that the work does not include any material copyrighted by others or commercial clip art elements, including borders, graphics or photographs. Use of filters, such as those in Photoshop or third-party plug-ins such as those by NIK or TOPAZ to create such elements is allowed and is not considered a violation of this ethics statement.

APPENDIX C: DEFINITIONS

Classes. Some of the PSA Divisions are subdivided into Classes. The Projected Image Division has two Classes; the Color Class (PIDC) and the Monochrome Class (PIDM). Prior to July 2019, the Pictorial Print Division had four Classes – Large Color Prints (CPA), Small Color Prints (CPB), Large Monochrome Prints (MPA) and Small Monochrome Prints (MPB). From July 2019 the Pictorial Print Division will have two classes – Color (PPDC) and Monochrome (PPDM). When a Division is subdivided into Classes, each Class has a separate Star Path and you cannot mix acceptances in those paths.

Divisions. PSA is organized into six Divisions – Projected Image Division (PID), Photojournalism Division (PJD), Nature Division (ND), Photo Travel Division (PTD), Pictorial Print Division (PPD) and 3D Division. Except for PID and PPD, each Division has a single Star Path, regardless of the media (digital, slide, print) of the image.

Ethical Standards. Members applying for Star Ratings must follow the Ethical Standards set out in Appendix B of this document. Failure to comply with these standards may result in loss of PSA membership and/or loss of honors, distinctions and awards received as a member of PSA.

Galaxy and Diamond Ratings. In each Division and Class (other than 3D) acceptances gained after a 5 Star Rating has been awarded can be applied toward Galaxy and Diamond Ratings (subject to specific rules). The requirements for Galaxy and Diamond Ratings are described in the Galaxy-Diamond Application Instructions that can be downloaded from the Stars/ROPA page of the PSA website.

Star Rating. This is the process that PSA uses to progressively verify and acknowledge a member's acceptances in PSA recognized international exhibitions.

Star Rating Application Spreadsheet. This is the Excel spreadsheet on which all Star Ratings applications are made. A separate spreadsheet must be used for each Division and Class. The spreadsheet can be downloaded from the Stars/ROPA page of the PSA website. Guidelines for Using the Star Applications Spreadsheet can be downloaded from the Stars/ROPA page of the PSA website.

Star Rating Award of Merit. As each Star Rating is approved a Star Ratings Award of Merit is issued to acknowledge the member's achievement. These certificates can later be used as proof of verified acceptances when a member applies for Recognition of Photographic Achievement (ROPA) distinctions.

Star Ratings Directors. These are the people who have responsibility for processing Star Ratings applications. They are appointed by the Divisional Chairs and their contact details are under the Stars/ROPA menu item on the PSA website.

Star Path. This is the common term for a Division or Class in which Star Ratings can be earned. Each Star Path has a set of rules and conditions that must be met for a member to progress through the Star Ratings. The general procedures are the same in each Division and Class and they are described in Part A of this document. Some Divisions and Classes have a small number of special requirements in addition to the general procedures and they are described in Part B of this document.