



Check List of PSA Catalog Requirements.

Must be used when preparing your exhibition's catalog, whether printed or pdf

A- Format

- A-1** Catalogs must be produced in one of two formats - **printed** catalogs mailed to entrants or **PDF** catalogs provided to entrants either as downloadable files or emailed to entrants. **The on-line gallery does not meet the catalog requirements.**
- A-2** Catalogs must be posted on line or mailed to entrants no later than 77 days after the judging has been completed.
- A-2** **Circuits** must produce a single catalog covering the whole circuit, as separate pages in the same catalog, or single listings with columns for each judging.
- A-3** Catalogs sent to PSA officials must be in **pdf format** only, and should be sent **electronically**. [See F1](#)

B - Cover

- B-1** The cover must show the name of the exhibition and year. Make exhibition and year large enough for exhibitors to easily recognize. Using terms such "The 28th" etc does not necessarily tell exhibitors or catalog users anything. "2020" (or whatever year) does.
- B-2** The year on the cover must be based on the **Closing date**, not on the dates the images were judged or any resulting show presented to the public.
- B-3** The cover must show the PSA logo with the Exhibition Registration number below the logo.



PSA 2020-3944

C - Contents

- C-1** The catalog must feature the official PSA Recognition Statement. This recognition statement must be at least the same size as that of any other international recognising body. It only needs to appear once in the catalog.

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 QPSA, PPSA, EPSA, MPSA, MPSA2, 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 ensure that you have the most up-to-date version of the PSA Recognition Statement

Horizontal or vertical versions of the recognition statement, and the PSA logo can be found on the [PSA Exhibitions Webpage](#). They are large files that can be resized as required without loss of quality

C-2 The 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.

C-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.

C-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)

C-5 All section names, PSA Division Names and all listing 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.

C-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.** If images are reproduced, the catalog must indicate the images are copyrighted by the entrants. Method of indicating copyright is at the discretion of the exhibition, but must be clearly indicated

C-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. PIDC, PIDM, Nature, (ND) Photojournalism (PJD), Photo Travel (PTD), Pictorial Prints (PPD), 3D. (3DD). 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.

C-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.

C-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.

C-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 allowed.)

C-11 If an exhibition produces a printed catalog, it may also offer entrants the alternative of an electronic catalog. In this instance, exhibitions 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 printed version does.

C-12 Electronic versions of the Catalog **MUST** be in PDF format. Other formats, such as DOC or EXE, are not acceptable.

C-13 Internet Exhibition catalogs must be made available on the Internet for exhibitor viewing and downloading for a minimum of six (6) months from publication. The URL must be listed in the entry form. Entrants must be notified as soon as the catalog is available online. Traditional printed catalogs may also be produced and distributed as the Exhibition wishes.

C-14 The catalog should state that neither PSA nor the exhibition sponsors assume any responsibility for misuse of copyright by anyone.

C-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**

D. Companion CD/DVD

D-1. Exhibitions may produce a companion CD/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. It must be stated that all reproduced images are copyrighted by the entrants.

D-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.

D-3 These CDs and/or DVDs, 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.

D-4 Companion CD's, DVD's, online galleries etc must be **in addition** to any printed catalog or electronic PDF catalog.

E. Special Print Exhibition Requirement

E-1. The catalog must be available at all times from the first day of the exhibition or public showing of prints.

E-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.

F.. Catalog Mailing Requirements

F-1 A pdf file of the catalog must be sent **electronically** to the Ethics Review Advisor - **Daniel Charbonnet, HonPSA, EPSA** - E-Mail: era@psa-photo.org and to the **Regional Exhibition Standards Director** who dealt with the Exhibition's application. Files must **be sent** - do not expect PSA officials to have to download these files. Printed catalogs are **not** required and must not be mailed to the Ethic Review Advisor or the Regional Exhibition Standards Director.