

**PSA Nature Division**  
**GALAXY/DIAMOND RATINGS INFORMATION**  
 November 2016

The Nature Division Star Rating program was initiated in 1953 as a method of providing exhibitors with a form of recognition by the Division for photographic proficiency in international nature exhibitions. A member of the Photographic Society of America shall act in accordance with all applicable PSA Ethical Standards and Policy, both written and as obviously intended, and without reservation shall include only exact and true information in honors and awards proposals, and shall adhere to principles of morality, particularly with respect to the use of photography or when acting in an official capacity. Members who do not follow the above Ethical Standards will be subject to loss of PSA membership and/or awards and honors received as a member of PSA.

These instructions outline the requirements for preparing an application for Galaxy or Diamond Rating for the Nature Division. In addition, please read and refer to the **General Information for Star-Galaxy-Diamond Applications** for general information on Requirements, Titles, Essays and Sequences, Judging Credits, and Fees.

**REQUIREMENTS**

Award	Titles	Acceptances
Galaxy 1 – 5	25 New Titles	3 Acceptances Each
Galaxy 6 – 10	50 New Titles	3 Acceptances Each
Diamond 1 – 5	50 New Titles	6 Acceptances Each
Diamond 6 – 10	75 New Titles	6 Acceptances Each

- 1) Only PSA members in good standing can be awarded Galaxy or Diamond Ratings. You must send a copy of your current PSA Membership card or print a screen capture of your membership data from the PSA website and mail that with your application. (See Appendix G)
- 2) You must submit a legible color copy of the signed/approved Acceptance List and Complete Titles list from your previous approved Star 5 or Galaxy or Diamond rating application. **Do not send the original.**
- 3) You must submit copies of the official awards notification if claiming any Annual Division Competition credits.
- 4) All acceptances must be achieved in International Exhibitions recognized by the Nature Division of PSA. Recognized International Exhibitions are listed monthly in the "Exhibitions" section of the *PSA Journal* and on the PSA Web-Site under the heading "Exhibitions".
  - a) All unclaimed acceptances for Galaxy/Diamond awards must be earned during the applicant's current period of membership.

- b) A break in membership can be bridged by the payment of discounted back dues. The fee is \$25.00 per year. See “Star Ratings Practices Guide” for further information. Contact Star Ratings Director with any questions.
  - c) New PSA members can backdate their membership for a period of no more than five (5) years for discounted dues. This must be done within the first two years of membership. The fee per year is \$25.00. See “Star Ratings Practices Guide” for further information. Contact Star Ratings Director with any questions.
- 5) The final authority for verification of acceptances and titles earned prior to 2012 is the official, printed exhibition catalog, and for acceptances and titles earned after January 1, 2012 is the official Exhibition Data Acceptance Spreadsheet (EDAS) submitted to PSA by each exhibition. The printed catalogs, DVDs, on-line lists, etc. are not used to validate ND merit award acceptances and titles. You will be notified of any discrepancy between the printed catalog or EDAS and the information you provide. It will be your responsibility to contact the Exhibition to correct any such discrepancy.
- 6) Electronic submittals will be accepted and must consist of the following information:
- a) Scanned image of your current PSA Membership Card or a screen capture of your membership data from the PSA website. (See Appendix G)
  - b) Legible Color scan of the signed/approved Acceptance List and Complete Titles list from your previous approved Star/Galaxy/Diamond ratings application.
  - c) New Title List and Acceptance List in spreadsheet format, preferably Excel, as shown later in these instructions under “Preparing Your Application”. You can contact the Star Ratings Director by e-mail for a copy of the excel spreadsheet shown in these instructions. The electronic spreadsheets are to be sorted to the same requirements as described for the paper submission.
  - d) Fee may be paid through PayPal using the link supplied by the Nature Division Star Rating Director.

## **GENERAL INFORMATION**

You may apply for more than one Galaxy/Diamond rating at one time. To do this, separate your application for each Galaxy/Diamond level according to the requirements for titles and acceptances.

- 1) For example, if your last approved rating was Galaxy 1, you can apply for your 2<sup>nd</sup> and 3<sup>rd</sup> Galaxy at the same time. You would have two Acceptance Lists each with 25 titles showing a minimum of 3 acceptances for each title. Your Titles List will be a complete list of all retired titles from Star 1 thru 5 and Galaxy 1. Your fee for both the 2<sup>nd</sup> and 3<sup>rd</sup> Galaxy will be \$24.00.
- 2) You must include the approved documentation from the previous Star or Galaxy award (the 5<sup>th</sup> Star or Galaxy 1 in this example) that you received when you submit your new lists.
- 3) You will receive certificates for all Galaxy/Diamond rating levels that are validated by the Director.

Your fee will be based on the number of Galaxy/Diamond levels you are applying for, not on the number of applications. The current fee is \$12.00 per award level achieved. (The fee is not per application.)

It is helpful to include a few more acceptances than needed in case of errors, but be careful when including extras.

- 1) Your certificate will only indicate the required number of acceptances and the minimum number of titles needed to achieve that star level.
- 2) Extra acceptances and titles will be shown as “not used” on the documentation from the previous award and is one of the reasons this documentation must be included with your application.

### ***The accuracy of your data is your responsibility***

The ND Star Ratings Director will not correct information received from an exhibition. It is the applicant’s responsibility to double check all information received from an exhibition and request corrections when errors are found.

### ***Wait for the catalogs before applying***

- 1) If you have not received a copy of all catalogs for the acceptances you list on your application, PSA and the Star Ratings Director will not have received them either. The Star Ratings Director cannot validate your application without the official acceptance data from the exhibition.

## **ESSAYS AND SEQUENCES**

For Galaxy 1 thru 5, each Medal winner and HM winner receives three (3) acceptance credits and one (1) title credit.

- 1) Enter “ND Photo Essay” in the “Exhibition” column of the Acceptance List on three lines.
- 2) Enter the title of the essay in the “Title” column of the Acceptance List.
- 3) Enter the title in the “Titles” column on the Title List.
- 4) No more than 6 acceptance credits and 2 title credits in any calendar year are allowed.

For Galaxy 6-10 and Diamond 1-10, no Essay or Sequence credits are allowed.

## **JUDGING**

Acceptance credits may be earned for judging a PSA recognized Nature Division section or sections in an exhibition.

<b><u>Size of Judging Panel</u></b>	<b><u>1 Section Judged</u></b>	<b><u>Max. for 2 or More Sections Judged</u></b>
3 Judges	3 Credits	6 Credits
4-5 Judges	2 Credits	4 Credits
6-10 Judges	1 Credit	2 Credits
More than 10 Judges	0 Credits	0 Credits

- 1) A maximum of 9 judging credits can be applied to any one Galaxy or Diamond application.
- 2) No more than one judging credit can be applied to a title-set. For example, if 9 judging credits are submitted, there will be 9 title-sets shown that each have 1 judging credit.
- 3) No title credits may be earned for judging International Exhibitions.
- 4) A judging credit may be used only once. Only judging credits earned after receipt of your 5<sup>th</sup> star can be used for the 1<sup>st</sup> Galaxy application. From that point on, only judging credits earned after receipt of the previous award can be used for the next award.
- 5) All allowable judging credits earned for judging one exhibition must be on the same application.
- 6) You will not necessarily be able to use all of your judging credits.

## INELIGIBILITY

Acceptances of nature images in sections or exhibitions recognized by other divisions are not eligible for Nature Division stars. A second acceptance of the same image in the same exhibition is not eligible.

## FEES

- 1) The fee for each Star is \$12.00. There is no fee difference between USA residents and residents of other countries. If applying for more than 1 rating at a time, multiply the number of ratings for which you are applying by the fee for 1 award.
- 2) Fees must be in USA dollars only.
- 3) Pay via PayPal.
  - a. **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.
  - b. You must let the Director know that you choose this option, and provide him with an email address where you can be reached.
  - c. After the Director has verified your data and finalized your award level, he will email you with your award level and the PayPal link to make your payment. **PayPal payments must only be submitted using this link.**
  - d. **Do NOT use a PayPal link provided for a prior application or for another Division.** Your payment will not get credited.
  - e. After the Director has verification of your payment, he will submit notice of your award to the PSA Journal, and sign and return your documentation.
  - f. **DO NOT** make any PayPal payment of any kind to anyone for your award until you have received notice from the Director.
- 4) Send cash, or Check drawn on USA bank only (payable to PSA).
- 5) Use the Credit Card Authorization in Appendix F.
- 6) **Do NOT send Postal Money Orders.**
- 7) **Do NOT send IRCs.**
- 8) Payment, if other than by PayPal, must accompany the application.

## PREPARING YOUR APPLICATION

- 1) Use, or format for, 8-1/2 x 11" or A4 paper. Put information on one (1) side only (no data written on the back will be used).
- 2) Place your name, mailing address, email address, where you can be reached, and PSA member # at the top of every page (as a "header" on Excel Spreadsheets). Number the pages. Indicate the award level on every page.
- 3) Use large enough font type to be read easily (use 12 pt.).
- 4) All lists must be typed or computer generated. **No hand-written applications will be accepted or processed.**
- 5) *TWO (2) SEPARATE LISTS ARE REQUIRED*: the Acceptance List, and the Retired Titles List. **Do not combine them!** Do not put them on the same sheet of paper.
- 6) **Acceptance List: (See Appendix A)**
  - a. If you had any corrections acknowledged by any exhibition listed in this application, include copies of any such acknowledgements to make it easier for the Director to verify the correct information.
  - b. Refer to the **PSA Journal** or the PSA Web Site (<http://psa-photo.org/> and select Exhibitions from Menu) for the correct name of the Exhibitions – it is important that Exhibitions are correctly identified.
  - c. Do NOT preface an exhibition with the word "The" even if shown that way in the **PSA Journal**.
  - d. Do NOT preface the exhibition with 1st, 2nd, 3rd, etc., or the exhibition year even if shown that way in the **PSA Journal**.
  - e. Do NOT put the year of the exhibition in the Exhibition column. There is a whole and separate column for the closing year.
  - f. You **MUST** include the PSA recognition number when available. The PSA recognition number is to be shown in its own column to the immediate right of the Exhibition column. The example PSA number here, PSA 2014-198, is formatted correctly. The entire number must be shown. Use the PSA website's Exhibitions lists for all PSA recognized exhibition numbers from 2010 forward. The PSA exhibition number may not be the same number every year.
  - g. When listing acceptances earned from a circuit, DO NOT separate your data by the individual judgments. List all acceptances for the same title on consecutive rows: LOOK AT and FOLLOW the sample lists!
  - h. Closing dates of exhibitions determine the year of the exhibition on your Acceptances List. For example, in 2014, Ireland and Podgorica closed in December, and held their public exhibitions in 2015. Use the year of the closing date on your Acceptance List, not the year of the judging date or the exhibition showing date.
  - i. For each Title, sort the rows of acceptances first by Year of Exhibition, then alphabetically by Exhibition.
  - j. You will need to send a legible copy of your previous validated complete Acceptance List to confirm the acceptances already verified. **Do not send your original documents. Please color copies if at all possible.**

**7) New Title List.**

- a. Sort the New Titles alphabetically and Number each title consecutively.
- b. For each Title, sort the rows of acceptances first by Year of Exhibition, then

**8) Complete Retired Titles List: (See Appendix B)**

- a. The Retired Titles List must be a complete list of all your previous titles, including those previously approved on all other Star and Galaxy ratings applications.
  - b. Sort the list alphabetically by title.
  - c. Start the list with the number 1, and number consecutively to the end of the list.
  - d. List each title only once no matter how many times it has been accepted.
  - e. Provide the previous verified Complete Retired Title Lists so the Director can verify your current Retired Titles List includes the titles from your last award. Send every page of the past list, not just the final page. Do not send your original document. Please send color copies if at all possible.
- 9) If any acceptances on your list are more than 10 calendar years old, there is no guarantee the Star Ratings Director still has the necessary documentation to verify those acceptances. In such cases, you must include a copy of the catalog covers for those exhibitions and a copy of the pages where those acceptances are listed.

Your cooperation in the careful preparation of your application is appreciated. Send your application to:

Bob Ossler  
1214 Turnbridge Road  
Charlotte, NC 28226  
USA

## APPENDIX A ACCEPTANCE LIST

Sort the Acceptance List Alphabetically by Title, then by year and by exhibition. *Do not add the Acceptance Numbers until after the list has been properly sorted.* Include two extra titles in case there is a question verifying one of the titles. If “not used” they will add them on your next application

Example List

(27 Titles were shown on this applicants 2<sup>nd</sup> Galaxy Application)

### 2<sup>nd</sup> Galaxy Application – Nature Division Acceptance List

Name  
Address  
e-mail address  
PSA Member #.....

Number	Title	Exhibition	Year	PSA#
1	Cardinal Flower	Chung AI	2014	2014-166
	Cardinal Flower	Olympic Circuit	2014	2014-092
	Cardinal Flower	Wrekin	2014	2014-086
↓				
↓				
10	Pine Grosbeak	Three Country Circuit	2014	2014-231
	Pine Grosbeak	Three Country Circuit	2014	2014-231
	Judging Credit	Toronto	2014	2014-243
↓				
↓				
24	Red Fox Family	Northstar	2013	2013-170
	Red Fox Family	Chung AI	2014	2014-166
	Judging Credit	Toronto	2014	2014-243
25	Red Tail Hawk	Ridgewood	2013	2013-005
	Red Tail Hawk	Mississippi Valley	2014	2014-194
	Red Tail Hawk	Three Country Circuit	2014	2014-231
26	White Tail Ptarmigan	SAM Circuit	2014	2014-163
	White Tail Ptarmigan	SAM Circuit	2014	2014-163
	White Tail Ptarmigan	SAM Print Circuit	2014	2014-186
27	Wood Duck	Three Country Circuit	2014	2014-231
	Wood Duck	Three Country Circuit	2014	2014-231
	Wood Duck	Three Country Circuit	2014	2014-231

Only 75 acceptances (25 titles) are required for the 2<sup>nd</sup> Galaxy. In the example above, there are potentially 2 extra titles with 3 acceptances. If they are not required, they will be marked “not used” and can be then added to your next Galaxy/Diamond application. Do not add the ones marked “not used” to your Retired Titles List. Continuous PSA membership is required to retain any acceptance earned above the award level minimum.





2<sup>nd</sup> Galaxy Application – Nature  
New Title List

Name  
Address  
e-mail address  
PSA Member #.....

Count	Title	
1	Cardinal Flower	
2		
4		
5		
6		
7		
8		
9		
10	Pine Grosbeak	
11		
12		
13		
14		
15		
16		
18		
19		
21		
22		
23		
24	Red Fox Family	
25	Red Tail Hawk	
26	White Tail Ptarmigan	
27	Wood Duck	

**APPENDIX C**  
**Example Electronic Submittal**

An electronic copy of the data input spreadsheet can be obtained by e-mailing the Star Rating Director. The example below has an “Information” page, a “Title List” page, and an “Acceptance” List page. You can then fill in the required information and submit this form by e-mail along with a screen shot of your PSA membership card.



**Application for Star Ratings**

**Nature Division**

**Photographic Society of America**

<b>Name</b>	
<b>Address</b>	
<b>City, State</b>	
<b>Postcode</b>	
<b>Country</b>	
<b>E-mail</b>	
<b>Member ID</b>	
<b>Payment</b>	PayPal/Cash/Check

**For Official Use**

	<b>Date of Application</b>	<b>No. of Acceptances</b>	<b>No. of Titles</b>	<b>Date of Approval</b>	<b>Star Ratings Director</b>
<b>Star 1</b>					
<b>Star 2</b>					
<b>Star 3</b>					
<b>Star 4</b>					
<b>Star 5</b>					



## **APPENDIX D STAR APPLICATION CHECKLIST**

Print the page out and use it when assembling your Star Ratings Application.

- Fees must be in USA dollars only. You may:
  - a. Pay via PayPal. See instructions and wait for Star Rating Director to send the proper link for payment.
  - b. Send cash.
  - c. Send check drawn on U.S. bank only (payable to PSA).
  - d. Pay via credit card. The credit card form is in Appendix E of this document.
  
- Copy of PSA membership card, or web Member Data enclosed
- Acceptance List per Format enclosed
- Title List per Format enclosed
- Legible Color Copy of Signed Titles List from previous rating enclosed
- Legible Color Copy of Signed Acceptance List from previous rating enclosed
- Email address where you can be reached
- READ AND COMPLY WITH PSA ETHICS STATEMENT (ATTACHED)**

Thank you for your participation in the Star Ratings program. Your cooperation in the careful preparation of your application is appreciated and will result in faster service.

## APPENDIX E

The following ethics statement applies to all PSA members.  
Please read it and comply with it on all applications for Star Ratings.

### 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 capture shall be considered different images.
  - 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 F



## Credit Card Authorization Form

Please use this form when submitting a credit card payment by mail for PSA Services and Activities. Make sure to include the complete credit card number and expiration date along with your signed authorization. Send this form to the Service/Activity Director along with any applications or other required forms. Please include your billing address, telephone number and email address. Submitting payment does not guarantee payment will be approved. If credit card payment is declined, you will be contacted for a new method of payment.

Date: \_\_\_\_\_

*Please write legibly:*

Name of Cardholder: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Division of activity:** \_\_\_\_\_

**Name of activity:** \_\_\_\_\_

**Amount of Authorized Charge:**     \$\_\_\_\_\_

\_\_\_\_ VISA    \_\_\_\_ MASTERCARD    \_\_\_\_ DISCOVER    \_\_\_\_ AMERICAN EXPRESS

Credit Card Number:    \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiration Date:    \_\_\_\_\_ / \_\_\_\_\_

Card Security Code: \_\_\_\_\_

(3-digit on back of Visa/MC/Disc or 4-digit on front of AMEX)

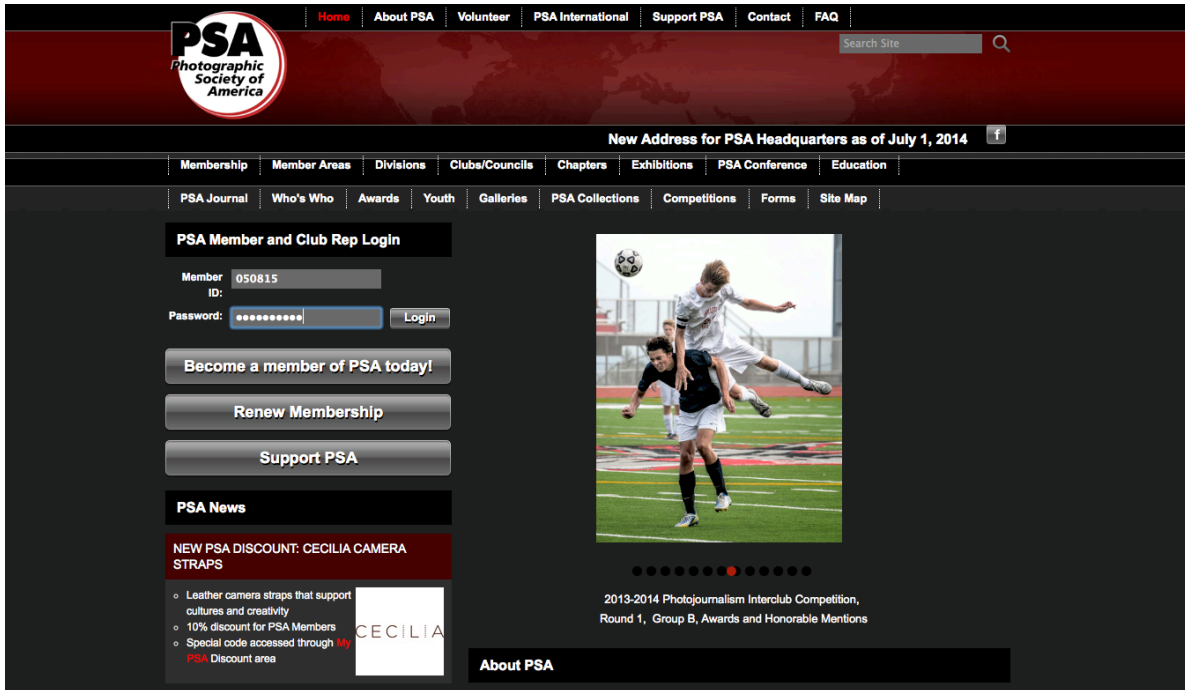
Authorized Signature: \_\_\_\_\_

**Thank you for your continued support of PSA!**

# APPENDIX G

## OBTAINING MEMBERSHIP DATA FROM WEB SITE

This is an example of the screen capture of the membership data from the PSA Web Site. Only PSA members can reach this portion of the PSA Web Site and must log in as a member by providing your PSA Membership Number and Password. Enter this information on the PSA Web Site Home Page



This will bring you to the Members Only Section. Click on the **Member Search** button on the left side of the screen.



Enter your Family Name **and** your Given Name then click on SEARCH. Entering only your Family Name may bring up too many names on the list.

## Member Directory

Enter your desired search in the white fields below and click "Search" to display results. You can search by typing in just one field, or all fields to narrow the search results to a more specific list of active PSA Members.

Your search results will show below. You can show 10, 25, 50, or 100 results at a time with the drop down arrow selection. If you are showing 100 results, and there's more than 100+ entries to display, simply click the arrow to proceed to the next page of results.

To begin a new search, click the 'Clear Results' button.

Given Name	Family Name/Club	Date Joined	Expiration Date	State/Province	Country
<input type="text" value="Wally"/>	<input type="text" value="Lee"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>

**Results:**

Showing 1 to 1 of 1 entries   Show  entries

Given/First Name	Family/Club Name	Honors/ROPA	Join Date	Expiration Date	State/Province	Country	Email
Wally	Lee	APSA , PPSA	9-1-1987	7-31-2015	OK	UNITED STATES	wally.lee2@yahoo.com

Save this screen using the correct method for your computer and print a copy of your screen save with your application as proof of membership. The key information the Director needs is the Join Date and the Expiration Date to show you meet the continuous membership requirement.