

# The Society of Scribes & Illuminators

## C A P I T A L L E T T E R S

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### LAY MEMBERS VIRTUAL EXHIBITION REVISED RULES FOR ENTRANTS

**Closing date for receipt of digital images is Saturday 16<sup>th</sup> May 2020**

- Each entrant (and for the collaborative category, at least one participant) must be a paid-up SSI Lay Member. Entries are limited to one per person per category. Entries should be of one of the set subjects.
- Each entry must comprise of a high-quality digital image of your work (see below for guidance on this) and a covering email. For the collaborative category, only one person should submit the entry.

#### PHOTOGRAPHING EXHIBITS

- You are responsible for the creation of the electronic image(s) of your piece of work, and you agree that the image is of your own original work. Your image may include or exclude the frame.
- Any images you submit may be used (in whole or in part) by the SSI for inclusion in this digital exhibition and on the SSI website or SSI publications at a later date.
- It is important that your image is of the highest standard you can provide. The file you supply should be either a high resolution TIFF (\*.TIF) or JPEG (\*.JPG). The image should be in colour with a resolution of 300dpi and a minimum size of 10cm x 10cm when printed.
- In most cases one image will be sufficient. Up to 3 additional images may be submitted if you believe that is helpful (e.g. pictures of a 3-D object).

#### SUBMISSION OF IMAGES

- Images should be named using your surname and initial. If entering more than one piece, these will be numbered. If entering more than one image for a piece they will be lettered.

*Example 1* Karen Osborne is submitting a single image for her single exhibition entry. Her file is a TIFF. The file name is **Osborne K.tif**

*Example 2* Paul Anderson is submitting two pieces, one of which has 3 images. His files are jpegs. The file names are **Anderson P 1.jpg Anderson P 2a.jpg Anderson P 2b.jpg** and **Anderson P 2c.jpg**

#### INFORMATION TO INCLUDE IN COVERING EMAIL

1. The Set project number.
  2. A list of materials, equipment and techniques used (Maximum 30 words)
  3. Dimensions of the work, Height x Width (cm)
  4. Whether you would like to have your name shown with your work or be anonymous
  5. Whether you wish to be identified as a new Calligrapher
  6. Whether you wish to have a commentary by Mary Noble either displayed with or applied to your work (anyone viewing the exhibition will also be able to access this commentary)
- The information you provide will be displayed with your image in the digital exhibition.
  - An email acknowledgment will be sent to you on receipt of your entry.
  - Closing date for entries is Saturday 16<sup>th</sup> May 2020

**SEND YOUR ENTRIES VIA EMAIL TO: [lmx@calligraphyonline.org](mailto:lmx@calligraphyonline.org)**