

Sample Rule Lists

October 2006

These Lists are 'forward' looking in that they have been devised from a blank starting position and without predefining what the organiser will choose from the available options.

Rule list by Tony Riley (May-06) support@imageplace.co.uk

Original List	Comment
1. Statement of subject or subjects and/or classes for which entries will be accepted.	This is true for any event, so we would not include it in our work which is exclusively about PDI
2. Information re delivery of files and closing date for acceptance.	True for any event, so exclude
3. Statement of image dimensions in pixels which submitted files should conform to. (e.g. 1024 pixels wide x 768 pixels high) Competitors are free to utilise the space within the stated image dimensions as they choose.	Probably should be two parts. In first part, examples should be in the guidance and not the checklist. Second part useful.
4. Statement of acceptable file types and colour space.	Two parts (FileType and ColourSpace) - separate.
5. Statement as to how files should be delivered – e.g. on CD/DVD by email etc. and whether or not media will be returned.	Two parts (Media and DataGovernance) - separate
6. Statement as to how files should be named.	Examples seen so far are highly variable.
7. Statement as to what policy will be applied if entrants submit files which do not comply with the rules.	Needed. Add a class of rule 'Exception'.
8. Statement as to how scoring will take place and be recorded.	Not specific to PDI so exclude

Comment:

1, 2 and 8 in the above list may well be included by organisers in any announcement, but are not specific to PDI. However, 8 can be relevant when organisers are choosing software for their event, which can then influence other choices such as FileName requirements.

Rule list by MBS (Aug-06), as an example of format and not meant to be complete.

Original List	Comment
1.1 The pixel dimensions (width and height) used to projected the image.	
1.2 The action to be taken when a submitted image has either fewer or more pixels, in either width or height, than the number used to project the image.	
2.1 The permitted formats of image data files to be submitted.	
2.2 Where compressed data formats (eg, JPEG) are permitted, the degree of compression either recommended or required.	
2.3 Any required format of file name.	
2.4 Any requirement for a colour profile to be embedded in the data file.	Would now prefer to use 'colour space tag' rather than 'colour profile'. [The profile is the specification of the calculations required to convert between the colour spaces of individual files and devices.]
2.5 Any requirement for metadata fields to be included within the data file.	
2.6 Any requirement for metadata fields to be submitted with the data file (but not within it), either electronically or on a physical entry form.	Metadata has been divided up very precisely in this list into that within the file, the filename, and that external eg on a form. May need a simpler way of expressing this.
2.7 Any requirement for the media used to submit image data files and metadata, including any arrangements for e-mail submission.	
2.8 What action will be taken with data files, metadata files, documents or their submission not conforming with the specifications in this section.	

Comment:

As shown, this list is in a more technical language than may be acceptable.

This list only included some items which organisers should announce to authors. It did not attempt to include all such items; or items which organisers should consider for their own use eg, equipment setup; or items of advice for authors' own use.