

### Example Entry

This shows the numbering for filenames. Your filenames **must include** the .jpg, .pdf, or .mov extensions. This also represents 15 "submissions."

67-04-ShawR-01  
67-04-ShawR-02  
67-07-ShawR-01  
67-09-ShawR-01  
67-09-ShawR-02  
67-09-ShawR-03  
67-10-ShawR-A-01  
67-10-ShawR-A-02  
67-10-ShawR-A-03  
67-10-ShawR-A-04  
67-10-ShawR-A-05  
67-10-ShawR-A-06  
67-10-ShawR-A-07  
67-10-ShawR-A-08  
67-10-ShawR-A-09  
67-10-ShawR-A-10  
67-10-ShawR-A-11  
67-10-ShawR-A-12  
67-10-ShawR-B-01  
67-10-ShawR-B-02  
67-10-ShawR-B-03  
67-10-ShawR-B-04  
67-10-ShawR-B-05  
67-10-ShawR-B-06  
67-10-ShawR-B-07  
67-10-ShawR-B-08  
67-10-ShawR-B-09  
67-10-ShawR-B-10  
67-11-ShawR-01  
67-11-ShawR-02  
67-13-ShawR-01  
67-13-ShawR-02  
67-13-ShawR-03  
67-21-ShawR-A-01  
67-21-ShawR-A-02  
67-21-ShawR-A-03  
67-21-ShawR-A-04  
67-21-ShawR-A-05  
67-21-ShawR-A-06  
67-21-ShawR-A-07  
67-21-ShawR-A-08  
67-21-ShawR-A-09  
67-21-ShawR-A-10  
67-21-ShawR-A-11  
67-21-ShawR-A-12  
67-GVA-ShawR-A-01  
67-GVA-ShawR-A-02  
67-GVA-ShawR-A-03  
67-GVA-ShawR-A-04  
67-GVA-ShawR-A-05  
67-GVA-ShawR-A-06  
67-GVA-ShawR-A-07  
67-GVA-ShawR-A-08  
67-GVA-ShawR-A-09  
67-GVA-ShawR-A-10  
67-GVA-ShawR-A-11  
67-GVA-ShawR-A-12  
67-GVA-ShawR-A-13  
67-GVA-ShawR-A-14  
67-GVA-ShawR-A-15  
67-GVA-ShawR-A-16  
67-GVA-ShawR-A-17



## Instructions for File Preparation

### Organize image files in a folder for entry

The entry process for POYi is a one-time procedure. **After uploading, you cannot resubmit.** Carefully edit and organize before beginning the entry process.

Once your images are prepared, collect all the files into one folder. Do not create subfolders (except for multimedia entries that require reference files for the format). Sending all of your images within one folder will simplify the sorting process.

♦ Name the folder: Photographer's Name + "POY67." Example: LeahGalloPOY67.

♦ Compress the folder into a .zip format file. Instructions on how to compress your entry into a .zip file can be found on the first page of the online entry form.

♦ Click on "File Upload" on our Web page.

♦ Follow the onscreen guides to upload your .zip compressed file.

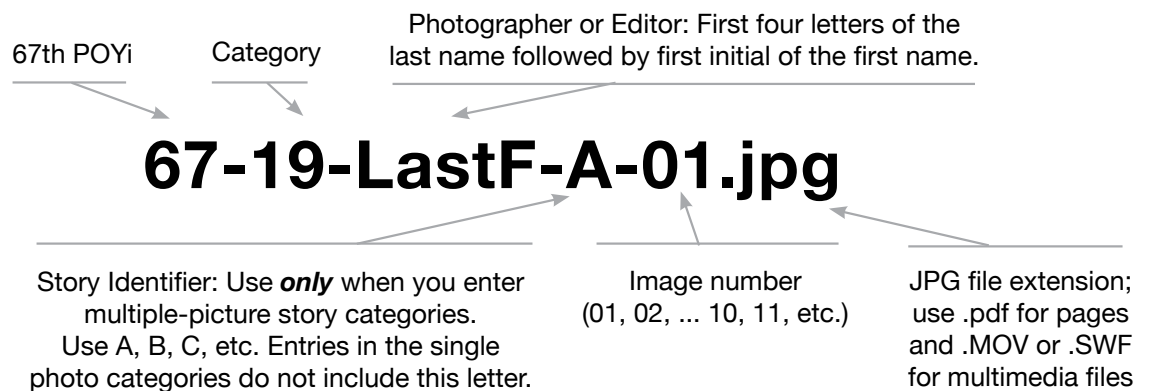
### Picture story identifiers

All pictures in multiple-picture story categories should include a story identifier letter. For the first story in a specific story category, use story identifier "A." For the second story in the same category number, use story identifier "B." The third would be "C," and so on.

### Premiere category identifiers

For premiere and portfolio categories, please use these category abbreviations in the file naming convention:

- POYN = Photographer of the Year - Newspaper
- POYFA = Photographer of the Year - Freelance / Agency
- DPOY = Documentary Project of the Year
- WUA = World Understanding Award
- GVA = Global Vision Award
- CAA = Community Awareness Award
- OWW = One Week's Work



For example:

Single picture categories appear as

**67-07-RemiS-01.jpg**

Category: #07

Photographer: Stephen Remich

Image number: 01

Multiple-picture story categories appear as

**67-12-QuinE-A-01.jpg**

Category: #12

Photographer: Eduardo Quinones

Story: A

Image number: 01