**City of Los Angeles Heritage Month Publications**

**Artwork Submission Guidelines**

**Number of Submissions**: We will accept up to 6 (six) submissions per artist.

***EXCEPTION****: Diptychs, triptychs, etc. where more than one piece*

*comprises the work.*

**File Size**: Submit publication-quality images only, 300 dpi, no less than 2500 pixels in width, nor less than 3500 pixels in height.

***EXCEPTION****: If your piece is exceptionally wide we occasionally print double page spreads, these very wide pieces should be submitted at no less than*

*5000 pixels in width.*

**File Type**: JPG, TIFF, or PDF files only. If sent as RGB we will convert to CMYK.

**Naming of Files**:Name the files with your last name followed by the name of the piece for correct attribution. If you are submitting a diptych (etc.) please add L or R to the file name so we place the work in the correct order.

***Correct file names****: Shimizu 3 Spiders.jpg, Park Lion L.jpg, Park Lion R.jpg*

***Incorrect file name****: File12345.jpg*

**Artwork Details**: Provide the name of the piece, the media used to create the work,

the size of the work, and the year created.

***Example:*** *3 Spiders, Digital Photography, 12” x 5”, 2014*

**Contact:** Include your name as you’d like to see it printed in the publication with your email address or website or phone number that you’d like included in the publication.

Make sure to include your mailing address so we can send you a copy of the book in the mail if your work is included.

***We need your email address and phone number to contact you if we have questions or need additional information.***

**Method of Submission**: Files will be accepted via email, Dropbox, or WeTransfer.

**Questions**: Please email **mwharris@whitleycompany.com**.

**Confirmation**: You will receive a confirmation email upon receipt of your submissions.

**Agreement**: By submitting works for consideration for each Heritage Month Calendar and Cultural Guide, you agree to allow the City of Los Angeles Department of Cultural Affairs to also use any of the images submitted on its website, ***culturela.org***.