

# VPC & CAPA Image Sizing and Naming Guidelines 2026

VPC and CAPA submission Guidelines are the same. There is a slight difference in how the file names are handled between VPC & CAPA. Before submitting an image for consideration in a CAPA competition please read the editing criteria for that specific competition.

For VPC evaluations and outings there are 3 sets of words for each image that you submit: Title - Your name - Category (OR Outing name)

For CAPA images there are 4 sets of words for each image that you submit: Title - Your name – Theme - Competition Name \*\*

All Submitted File names for both CAPA & VPC \*\* There is a space between each word and a space and a hyphen between each set of words. Eliminate ALL other characters - numbers - dates in the file names.

Examples: Georgette Photog is submitting an image for evaluation. She has decided the Title is going to be 'Vases and Rock' The image is being submitted to the open category. The Evaluation file name of the image when submitted will be:

**Vases and Rock – Georgette Photog – open.jpg**

Outings have the same format except change the category name to the outing name. Georgette captured the image at the IPE 2023 outing. The Outings file name would be:

**Vases and Rock – Georgette Photog – IPE 2023.jpg**

CAPA is the same format except there are 4 sets of words. Georgette is going to send the image to the CAPA evaluation committee for inclusion in the 'Nature' theme for the 'Pacific 2023' Competition. The CAPA filename would be:

**Vases and Rock - Georgette Photog - Nature - Pacific 2023.jpg**

Images for Evaluation and CAPA may not contain any watermarks. Your name, signature or logo must NOT be visible on the image. \*\*Outings images may contain a watermark/ signature at the maker's discretion\*\*

Submission deadline is Midnight on the Sunday before the evaluation meeting. Please include your images as attachments to your email. Having them inline with the text will mess up with the filenames when the images get downloaded. Some email (Mainly MAC/Apple) programs have been known to change sizes and quality of the images when inline with the message body.

WeTransfer is a FREE and easy way to bundle up the images to send in. We encourage you to sign up for a free account. This service works with both Windows and Mac and can be used for any file that you need to transfer to anywhere. You will also get a confirmation from WeTransfer when your files are downloaded. Plus you will get an email from the receiver confirming receipt of your images.

**[www.vernonphotographyclub.com](http://www.vernonphotographyclub.com)**

# VPC & CAPA Image Sizing and Naming Guidelines 2026

Please submit your images by email your to:

Evaluations - [vernoncamera@yahoo.com](mailto:vernoncamera@yahoo.com)

Outings - [VPCoutings@yahoo.com](mailto:VPCoutings@yahoo.com)

CAPA - [VPCcapa@gmail.com](mailto:VPCcapa@gmail.com)

**FILE FORMAT:** All images are to be submitted as jpg or jpeg. Max File size is 1.8MB or 1800 KB

Your editing program should automatically resize the other dimension to keep your aspect ratio. The aspect ratio lock should be enabled.

If your image is Square format then all sides are 1050px

If your image is Landscape format (Wider than it is tall) Set the width to 1400px- Max height is up to and including 1050px Height less than 1050px is fine as long as width is 1400px

If your image is Portrait format (taller than it is wide) Set the height to 1050px - Max Width is up to and including 1050px Width less than 1050px is fine as long as Height is 1050px

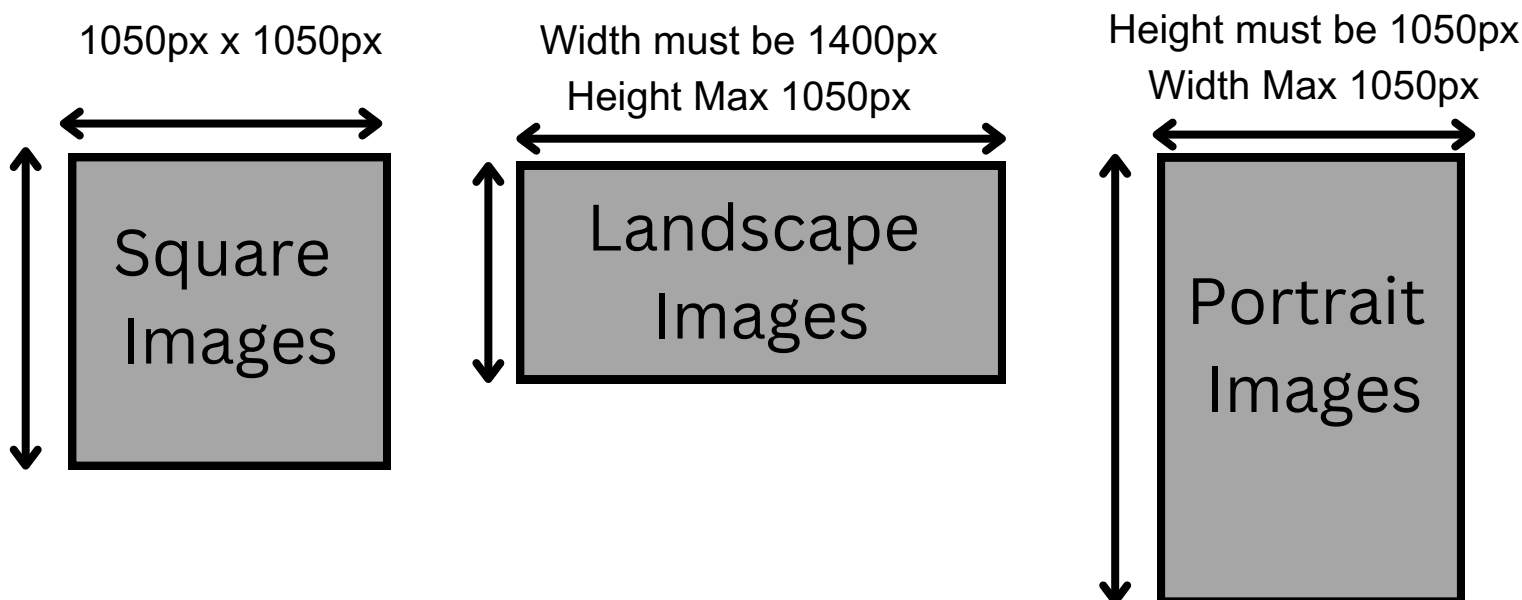
We suggest a DPI setting of 200 to 300 as long as the file size is no more than 1.8mb The closer it is to the max 1.8MB, the better-quality image you are submitting! Square Landscape Portrait 1050px X 1050px Width must be 1400px HEIGHT must be 1050px Height MAX 1050p

## EXIF/ Metadata info:

This info is required for CAPA and VPC submitted images.

Your Copywrite & / or Creator name is normally added in the menu on your camera.

It can also be added using your image editing software.



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