



## Submission Guidelines

[www.smith.edu/staffcouncil](http://www.smith.edu/staffcouncil)

Welcome. This web page is an ongoing gallery devoted to showcasing the artistic expressions of Smith College staff members. Whatever your medium - photography, poetry, painting, crafts, writing, quilting, drawing - it is welcome here. You can submit images as you like throughout the year - there is no "deadline".

### **SUBMITTING DIGITAL IMAGES**

Email to Chris Gentes [cgentes@email.smith.edu](mailto:cgentes@email.smith.edu)

Staff members are encouraged to submit three (3) works. In order to have a uniform appearance, digital images (jpgs preferred) should be no more than 680 pixels wide and/or 500 pixels tall (at 72 dpi). If you aren't sure how to set up your image, just email us what you have and we will resize it for you. If you don't have a digital image let us know and we will work with you to either scan or photograph your work.

Please include the following information:

**YOUR NAME** as you would like it to appear on the webpage.

**DEPARTMENT/JOB TITLE** (optional)

**ARTISTS STATEMENT** (optional) this is anything you want to say about your artistic process or your work. We can include your email, or link to an external webpage that has your work on it.

**TITLE OF WORK(S)** if no title(s) we will put 'untitled'.

**INFO ABOUT WORK(S)** (optional) medium, year, etc. Please consider including something about your work(s) that you think viewers may find interesting.

### **COPYRIGHTS**

All copyrights are maintained by the creator of the work(s) displayed. We will add a copyright notice under each image.

---

Sponsored by Smith College Staff Council

[www.smith.edu/staffcouncil](http://www.smith.edu/staffcouncil)