

Submissions for *Featured Artists* will not be processed from October 8 - November 6, 2022 and will resume after November 7, 2022. To appear in *Featured Artists* follow the instructions below and read the submission guidelines at the bottom of this page.

Send all materials to: [cwacontentsubmissions@gmail.com](mailto:cwacontentsubmissions@gmail.com)

### Submission Instructions

- The fee for this service is \$25.00. Payment may be made by check or by PayPal. Payment information and methods appear on the website.
- After payment is made, please email your JPEG images, artist statement in PDF file format, and receipt for payment to the Web Designer at: [cwacontentsubmissions@gmail.com](mailto:cwacontentsubmissions@gmail.com)
- Email a maximum of three images to the Web Designer. Size them to 300 PPI (pixels per inch)/1500 pixels on the shortest edge in JPEG file format.
- Due to the large number of files we receive and must keep organized, JPEG files must be named exactly as follows with your name, image title and medium. (example: FirstName Lastname, Title, Medium.jpg). JPEG files must be named on the file attachment itself and not in your email. Please get assistance with naming files if you need to. Watch the YouTube videos, *Mac Bascis: How to Rename Your Files* or *How to Rename Files and Folders on a Mac* or *How to Rename a file in Windows 10* or *How to Rename files on iPhone* depending on the device you are using. Files that are not properly named will delay the building of your Featured Artist gallery page. No TIFF files will be accepted. Do not include watermarks on your images.
- Attach your artist's statement to your email to the Web Designer in a PDF file, or in the body of your email. Up to three typed paragraphs of no more than five sentences each are acceptable for inclusion.
- You may want to read the Renee Phillips article, *How to Write Your Artist's Statement*, for useful guidelines.
- Proofread all of your material before sending it. The Web Designer will do only minimal copy-editing for typographical and grammatical errors.

- Use the heading: *Featured Artists* in the subject line of your email.
- By submitting your artwork images for publication on the CWA website, you agree to CWA's use of your images throughout CWA's website on any page and for any length of time and understand that images may appear cropped from their original proportions. If you no longer wish your name or images to be used on the website, it is your responsibility to contact Connecticut Women Artists or the Web Designer.
- Artists exhibiting in *Featured Artists* may request content update every three years from the date of submission.

#### Submission Guidelines

- Only members in good standing are eligible for inclusion in *Featured Artists*.
- The initial inclusion of new *Featured Artists* listings are updated once per month after payment is received for this service. By submitting your artist's statement for inclusion on the website, you agree to the copy-editing of your artist's statement for typographical and grammatical errors by the Web Designer.
- New additions to *Featured Artists* are updated once per month after the Web Designer receives all content (artist's statement and three JPEGs). Artists exhibiting in *Featured Artists* may request content update every three years from the date of submission.
- Notify the Web Designer if your hyperlink/URL in *Featured Artists* needs updating.
- Any broken links from members' hyperlinks/URLs found in *Featured Artists* will be immediately disconnected, and the member notified in writing via email to the member's email provided to the Membership Chair. A broken link or a dead link is a link on a web page that no longer works because the website is encountering one of several technical problems.
- CWA reserves the right to refuse any artwork that does not meet its publishing standards. If this is the case, the artist will be notified via email and asked to submit another substitute image.