

Instructions for Formatting and Uploading a Submission for the Juried Exhibition for the CBAA 2012 Conference

PART 1: Creating Your Files

1. Open a new blank document in Microsoft Word. You are allowed up to two submissions, each one should have a separate Word document containing the following information.
2. Type your **book's information**.
 - a. Your book's information should consist the following information and must be provided for EACH book you submit:
 - i. Title of Work
 - ii. Year Completed
 - iii. Medium/technique (especially noting the process/technology used)
 - iv. Dimensions when closed
 - v. Dimensions when opened
 - vi. Edition size (if applicable)
 - vii. Short description of the piece limited to 50 words
 - viii. The text that appears in the book

PART 2: Saving Your Document Correctly

1. Once your slide list has been placed into the single document, **insure that your name does not appear on any of the pages**, then click on FILE→SAVE AS
 - a. **This is a blind jurying process. Your name on any of the submitted documents will disqualify your submission.**
2. Select the FORMAT drop down list
 - a. For Windows-based machines, it may say SAVE AS TYPE
3. From this menu, select either PDF or DOC file type.
4. Insure that you have named the file(s) correctly – using this naming convention:
 - a. You may submit up to two books. For the first book, name your file as:
 - i. BookTitle.doc
 - b. For the second book, name your files as:
 - i. BookTitle.doc
5. Click SAVE

If you are submitting more than one book, repeat Part 1 & Part 2 for your second book BEFORE moving on to Part 3.

PART 3: Uploading the File(s) to the Submission Manager

1. At the CBAA Conference Website (www.collegebookart.org), navigate to the appropriate Juried Exhibition web page.

2. Click the link to the submission manager. *If you have never used our submission manager before, you will be prompted to create an account. Please follow the on-screen directions for creating a login profile. Once you've done that, you will be taken to the next step.*
3. **UPLOADING YOUR FILES** → A page will appear that looks similar to the image below:

Submit

Enter your submission information below and upload a single file. You will not be able to continue until all information has been entered and the file has finished uploading.

Submission Title

Upload Submission

(pdf, doc, docx, txt, rtf, jpg, gif, zip, tiff, png)

Browse & Upload

[Trouble uploading? Try the basic upload form.](#)

Cover Letter / Biography

(No html please.)

- a.
- b. Enter your information according to the guidelines given for the type of submission you are uploading.
 - i. **Submission Title** – This box should **NOT** include your name. All entries are judged using an anonymous reading process.
 - a. **Use the title of your book as your submission title.**
 - i. **Example:** RedBook
 - ii. **Upload Submission** – Click BROWSE and UPLOAD to upload the file you created using the directions above. Note that for each submission, the “files” are one Word document and separate files for your images. ALL files for a book must be attached to one upload.
 1. **This means that you should submit one Word Doc and up to 10 images of the book using the information listed above.**
 - iii. **Cover Letter / Biography** – This is the only box that **should** include your personal information. Our jurors and readers will not be able to see this section. So that we can match your file to your name, **please be sure to include your full name in this section ONLY.**
 1. In this section, please compose (or copy and paste) a short bio (less than 50 words).
- c. **Hit Submit!**

You may repeat these steps to submit a second book.