



**The Photographic Society  
of New Zealand Inc.**

# GUIDELINES ON HOW TO APPLY FOR PSNZ PHOTOGRAPHIC HONOURS

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## Introduction

Consistent with the PSNZ mission "To help photographers grow" the Honours system encourages members to develop photographic skills as they progress through their own personal photographic journey, and the honours system.

PSNZ Honours recognise different levels of photographic achievement and gives members worthwhile goals. The Honours Awards are considered to be one of the main benefits the Society offers.

PSNZ Honours applicants are required to submit a portfolio. A portfolio is a presentation of photographic work in which the total has greater value than the sum of the individual parts. Honours Distinctions are not meant to be achieved by merely submitting a collection of your best images.

A common question asked by applicants is, "what is a portfolio?".

*The PSNZ Honours Board replies:*

*"A successful portfolio should take the viewer on a "journey". One image can lead to another via "links" of, for example, shape, line, colour, texture, subject matter or progression through time.*

*"Consistent quality is essential. No one image should stand out as being either below or above the standard of others. One very strong image that you love may break the flow of a portfolio as much as a weaker image because each could distract from the overall look and feel of the portfolio by drawing attention."*

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## Honours Distinctions

Honours are awarded in recognition of a member's demonstrated skill in photographic craft and art via three levels of distinction:

- Licentiate
- Associateship
- Fellowship

### LICENTIATE (LPSNZ)

For the distinction of Licentiate, members are asked to demonstrate **general** photographic craft and skill through a portfolio of **10** images. The following statement summarises the requirements of the Licentiate:

*"I can photograph a wide range of genres/subjects by using a range of equipment and camera settings in a variety of situations and conditions to demonstrate my general ability to make photographs."*

You must be a financial member of PSNZ or a financial member of an affiliated club.

Your portfolio may be in the form of prints or projected images. The categories are: Open or Nature.

In either category (Open or Nature) a Licentiateship is awarded for 'proficiency of a high order in practical photography'. This means the applicant must demonstrate sound basic technical ability, along with good compositional skill and awareness of lighting. Proficiency implies skill with the camera and in processing and presenting images.

A Licentiate submission does not require a theme. Photographic proficiency can often be best demonstrated by a diversity of approach. For example, by a variety of subject matter, variety of lens choice and lens settings, and a variety of viewpoints and lighting conditions.

A key factor for success is the coherent and pleasing manner in which the portfolio is put together. That is to say, the images must 'hang together' as described in the section on **Portfolio Arrangement**.

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## ASSOCIATE (APSNZ)

For the distinction of Associateship, members are asked to demonstrate **advanced** photographic craft and skill through a portfolio of **12** images. The Associate is a big step up from the Licentiate. A high quality of imagery is expected throughout the portfolio.

The following statement summarises the requirements of the Associate:

*"I can use my camera to apply advanced techniques across a wide range of situations and conditions to demonstrate advanced photographic skills. I am starting to become an artisan with advanced but general photographic skills. I am still exploring who I am as a photographer."*

To apply for an Associateship you must be a financial member of PSNZ.

A portfolio submission may be in the form of prints or projected images. The categories are: Open, Nature, Scientific and Technical.

If making a Scientific and Technical submission, you must give 30 days prior notice of the specific subject of your submission to the Honours Board Secretary.

An Associate is a significant step up from Licentiate. The successful Associate applicant will exhibit a higher level of skill with the camera and in processing and presenting images.

It must demonstrate not only a higher level of technical proficiency than an 'L', but also appropriate artistic and creative qualities. It may be a diverse portfolio or one that has a theme, however a theme is **'not'** a requirement. Your portfolio should demonstrate a wide range of your photographic capabilities in both technical skill and artistry.

The manner in which the portfolio is put together as a **presentation is critical for success. As described in Portfolio Arrangement** the images must 'hang together' (for prints) or 'flow' (for projected images).

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## FELLOW (FPSNZ)

A Fellowship is the highest level of Distinction. Members are asked to demonstrate **photographic mastery** through a portfolio of **18** images. A Fellowship application can take a thesis like approach. The following statement summarises the requirements of the Fellowship:

*"I have mastered the craft of photography and I can use it to express myself uniquely. I am an artisan, an artist and I have my own recognisable style which I use to communicate through photography."*

To apply for a Fellowship you must already hold an Associateship and be a financial member of PSNZ.

Your portfolio may be in the form of prints or projected images. The categories are: Open, Nature or Scientific and Technical.

If making a Scientific and Technical submission, you shall give **30** days prior notice of the specific subject of your submission to the Honours Board Secretary.

A Fellowship submission must demonstrate outstanding ability of photographic skill with an individual style and maturity of vision. The letters FPSNZ are intended to denote one who stands in the front rank of photography.

Unlike Licentiate and Associate portfolios, the successful Fellowship submission is likely to adopt a thesis-like approach to a consistent subject matter, concept or idea. A successful Fellowship application will illustrate a freshness of approach, and a themed portfolio is one way to demonstrate one's individuality, style, artistry and mastery of the photographic craft.

It is recommended that a Fellowship application is accompanied by a written Statement of Intent by the photographer (maximum of 150 words), written and presented at a high standard, consistent with the Honour sought.

Fellowship print applicants wishing to display Statement of Intent must provide it in a form suitable for display at the National Convention. For example, typed on an A5 or A4 sized paper and laminated.

In a Nature portfolio at Fellowship level, it is particularly important that the images hold together cohesively in the information they present.

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## Portfolio Arrangement

Portfolios may be presented in two formats: Print or Digital images. Each portfolio should specify the order in which the images are to be viewed by the Honours Board.

If using titles (these are not compulsory) please number each print or digital file and add the title after i.e. 01 Red House

### Prints

When compiling your print set it is important to consider the balance and flow of the entire portfolio.

The portfolio will be displayed in rows - to **a maximum depth of three rows**.

All prints must be mounted and matted to a **maximum size** of 50x40 cm. The mounting and matting need not be the applicant's own work.

Each print must have the author's name on the reverse side, as well as sequential numbering (and title if using) to indicate the order in which they are to be placed for viewing.

Do **NOT** place your name or title on the front of the matt.

An A4 sized **layout plan** is required to show which prints are to go on each row in no more than three rows. The plan must include the print numbers, or titles, for example, Row 1 = prints #1-4; Row 2 = prints #5-6; Row 3 = prints #7-10.

This layout should be placed in your packaged print set and should also be supplied digitally at a maximum size of 1920x1080 pixels via the registration form.

Because computer modification allows such power over the form of the final image any significant creative manipulation that alters the 'reality' of the image must be the **sole work of the photographer** of the image. Such manipulation is of course, acceptable only in the Open category.

If the images are mounted on non-traditional materials, for example solid wood, iron, or aluminium and hanging becomes difficult at the National Convention, the portfolio may not be exhibited.

### Digital Images

A Digital Image portfolio must **flow from one image to the next as they are projected**. Avoid sharp changes of colour or intensity that prevent one image leading naturally to the next. Also take care with the placing of horizontal and vertical formats from the viewpoint of flow. Colour, shape or subject matter are examples of how to create continuity and link images through your portfolio.

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Images will be displayed on a screen by a digital projector to a standard at least that required for the National Exhibition.

## Submitting your Portfolio

Your Honours application must be submitted via the online form on the PSNZ website.

Applicants may make only one submission a year and may not apply in a different category at a level at which they already hold PSNZ Honours.

Your portfolio images and a thumbnail copy of the portfolio layout will be kept for publicity and Honours educational purposes.

If you **DO NOT** want your submission to be displayed on the PSNZ website and/or used for future publicity and education purposes, check the **OPT OUT** box on the application form. Note, this applies to both successful and unsuccessful applications.

Digital images are uploaded to the form at the time of submission and should be formatted as follows:

- Saved as a JPEG file
- Saved in the sRGB colour space
- Image dimensions should be a maximum of **3840** pixels on the horizontal side and **2160** pixels on the vertical side (**3840 x 2160**)
- Images can be cropped to any size within these measurements. These measurements are **NOT** interchangeable.
- Files must not be larger than 3MB.
- Digital files must be numbered or numbered and titled (where using titles). For example, 03. Auckland Sky Tower. Numbering must be 01 to 10 (Licentiate), 01 to 12 (Associateship) or 01 to 18 (Fellowship).

Please include an extra final image (max size as above) of *all the images in thumbnail form*. You should set them out as they best fit in the frame and in the order they are shown. Number it as #11 (with an L set), #13 (with an A set) or #19 (with a F set). This image is not used by the honours board to assess the layout of a digital set, it is only used for reference purposes. See the examples on PSNZ web site.

Print submissions should also include a thumbnail image and print, showing the arrangement of all images as they are to be presented to the Honours Board.

Please send your prints to the Secretary of the Honours Board in a firm and protective container. It is recommended you use a print portfolio box with a layer of paper or tissue between each print. Insert some packing material, e.g. bubble wrap, along the edges so the corners of the mounts are not damaged.

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While the external packaging needs to be non-destructive, it also needs to be easy to open. Sticky tape will be cut with a sharp knife. A note reading "Cut here" and an arrow to the best entry point, are helpful.

**PLEASE DO NOT USE SELLOTAPE, PACKAGING TAPE, VELCRO OR STAPLES ON ANY INTERNAL PACKAGING** when sending your print submission as these pose a risk to both your prints and the prints of others where large volumes of packaging are involved. PSNZ reserves the right to decline to accept any submission which does not comply with these instructions.

Print submissions are unpacked a few days before the Honours Board meets. Your prints will be returned using the same packaging in which they were received. Ensure the outside of the submission package clearly shows your name and a residential address and the level at which you are applying.

Please ensure you include your address and post code on the separate A4 size return label. Note that if the set is successful, the packaging will be re-used twice: once to forward the prints to the National Exhibition and then to return them to you.

Send your print portfolio, and any correspondence to:

**Honours Board Secretary  
Stephanie Forrester APSNZ  
43 Thurso Street  
Invercargill 9810**

**Email address for all Honours correspondence: [psnzhonours@gmail.com](mailto:psnzhonours@gmail.com)**

### **Submission Dates**

The opening date for portfolios to be submitted to the Secretary of the Honours Board, on the appropriate application form is **January 16th each year**. The closing date is **28th February each year**. Any submissions received before or after these dates will be returned.

Late submissions will not be accepted. If you have made a print submission which has missed the deadline, a portion of your fee will be kept to cover the return of your set.

A copy of the successful portfolios will be kept for showing at the National Convention. Successful applicants may uplift their portfolio at the end of the national convention on the organiser's instructions or may nominate a delegate to do so on their behalf. All uplifted portfolios must be signed for.



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## Payment Information

Please pay your fee using PayPal or internet banking via the jotform with details as below:

Particulars = Honours.

Reference = Family name.

Code = First name.

Please pay on the day the application form is submitted. Your application will be processed when payment has been received.

Application fees are: Licentiate \$ \$100.00

Associate \$ 110.00

Fellow \$. 120.00

## Notification of Results

The Honours Boards' recommendations for granting successful awards are forwarded to Council for ratification following the final day of assessments.

All applicants will be notified of their result by email as soon as practicable following the completion of assessments.

Unsuccessful applicants will receive video feedback as soon as practicable following the end of assessments.

The Honours awards are presented to the successful members at the Society's **CR Kennedy** Honours Banquet at the annual PSNZ National Convention.

**Submit your application here.**

[Link to application for PSNZ Honours](https://form.jotform.com/200037370313844)

<https://form.jotform.com/200037370313844>

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## Categories (Subject matter)

### Open, Nature, Scientific and/or Technical

#### Open Section, Prints and Digital Images

The Open Section is open to all OPTICALLY created images, conventional or digital. The Open Print Section caters for all types of prints, conventional, collage, polaroid transfers, digitally output prints, etc. **Composite images must contain only original work by the photographer.**

#### Nature Section, Prints and Digital Images

A Nature portfolio may be one of two types: Nature or Wildlife.

##### *Nature*

Nature photography is restricted to the use of the photographic process to depict all branches of natural history, except anthropology and archaeology, in such a fashion that a well-informed person will be able to identify the subject material and certify its honest presentation. The story telling value of a photograph must be weighed more than the pictorial quality while maintaining high technical quality.

Human elements shall not be present, except where those human elements are integral parts of the nature story such as nature subjects, like barn owls or storks, adapted to an environment modified by humans, or where those human elements are in situations depicting natural forces, like hurricanes or tidal waves. Scientific bands, scientific tags or radio collars on wild animals are permissible.

Photographs of human created hybrid plants, cultivated plants, feral animals, domestic animals, or mounted specimens are ineligible, as is any form of manipulation that alters the truth of the photographic statement. No techniques that add, relocate, replace, or remove pictorial elements except by cropping are permitted. Techniques that enhance the presentation of the photograph without changing the nature story or the pictorial content, or without altering the content of the original scene, are permitted including HDR, focus stacking and dodging/burning.

Techniques that remove elements added by the camera, such as dust spots, digital noise are allowed. Stitched images are not permitted. All allowed adjustments must appear natural. Colour images can be converted to grey-scale monochrome. Infrared images, either direct captures or derivations are not allowed.

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Images entered in **Nature** sections meeting the Nature Photography definition above can have landscapes, geologic formations, weather phenomena, and extant organisms as the primary subject matter. This includes images taken with the subjects in controlled conditions, such as zoos, game farms, botanical gardens, aquariums and any enclosure where the subjects are totally dependent on man for food.

Photographers must have complied with the PSNZ Nature Code of Conduct.

### *Wildlife*

Images entered in **Wildlife** sections meeting the Nature Photography definition above are further defined as one or more extant zoological or botanical organisms free and unrestrained in a natural or adopted habitat. Landscapes, geologic formations, photographs of zoo or game farm animals or of any extant zoological or botanical species taken under controlled conditions are not eligible in Wildlife sections. Wildlife is not limited to animals, birds and insects. Marine subjects and botanical subjects (including fungi and algae) taken in the wild are suitable wildlife subjects, as are carcasses of extant species.

No techniques that add, relocate, replace, or remove pictorial elements except by cropping are permitted. Techniques that enhance the presentation of the photograph without changing the nature story or the pictorial content, or without altering the content of the original scene, are permitted including HDR, focus stacking and dodging/burning.

Techniques that remove elements added by the camera, such as dust spots, digital noise, are allowed. Stitched images are not permitted. All allowed adjustments must appear natural. Colour images can be converted to grey-scale monochrome. Infrared images, either direct-captures or derivations, are not allowed.

Photographers must have complied with the PSNZ Nature Code of Conduct.

### **Scientific or Technical Prints or Digital Images**

The Scientific or Technical category refers to photography of a specialist type, not covered under Open or Nature. Police forensic photography would be one example.

If making a Scientific or Technical submission, you must give 30 days prior written notice of the specific subject so the Honours Board can find appropriate expertise to assist it if necessary.

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## Important Notes for Applicants

### Final Steps

Before you close the lid on your packaging and put it in the mail, we recommend you ensure you have completed the following:

#### *Prints:*

- Provided a plan of how you wish your prints to be displayed (in no more than three rows).
- Numbered your prints on the BACK, horizontally from the top left as viewed.
- Put your name on the back of each print.
- Ensured your prints and matts are within the maximum size allowed.
- Ensured your packaging is sturdy and complies with the requirements.
- Ensured you have uploaded a thumbnail digital file (of your layout) on the jotform along with all other required information.
- Provided your return residential address on the outside of your print package. Prints will not be returned to a PO Box number.
- Included a copy of your submission form in your print box to assist with identifying your prints. (Neither PSNZ nor the Honours Board Secretary accept responsibility for any loss or damage to your portfolio while in transit or at any other time).

#### *Digital Images:*

- Ensured you have completed the submission form correctly.
- Ensured that your uploaded files match the file name you have written on the jotform.
- Ensured your digital file format and file size are as required.
- Ensured your name is NOT included on the image file.
- Ensured the files are numbered in the sequence you wish them to be viewed.

#### *Dispatching*

- For a Licentiate, please provide evidence of your Club financial membership if you are not a member of PSNZ.
- Please request a receipt of your portfolio when it is delivered by your carrier.
- Remember, safe conveyance is the sender's responsibility.
- Ensure you have left enough time for the portfolio to be delivered by post or courier before the close off deadline. Postal services are delivered three days per week, however courier service is delivered daily.

*\*\* You will receive an email confirmation when your submission has been received (prints and digital images). The confirmation for digital images will be from the Jotform site when you have successfully submitted your form. For those sending prints you will receive an email when your prints arrive.*

