



## AJF WEBSITE SCHOOL LISTING INSTRUCTIONS

School listings are offered as a benefit to AJF artist and professional members teaching in accredited universities, colleges and academies with degree or certification programs. The school listings and student galleries are popular sections of our website that provide program information, teaching staff profiles and a visual record of work done by students graduating from school programs.

There are two parts to a School Listing on the AJF website:

### 1. Part One - **SCHOOL LISTING**

- A school listing is an informational overview that describes the school's jewelry or metals program, profiles the program staff, and displays photos of the school logo, facilities, staff and examples of their work.
- To see examples visit the schools section of the AJF website [www.artjewelryforum.org/schools/directory](http://www.artjewelryforum.org/schools/directory)
- All information requested is required in the form and format indicated in the School Directory Profile instructions; *if your application is incomplete or not submitted as instructed your school directory listing will not be published.*

### 2. Part Two - **GRADUATE GALLERY**

- A Graduate Gallery is an online exhibition of work by done each graduating student.
  - **If your school already has a school listing on the AJF website and you are submitting new graduate work use the instructions for PART TWO Graduate Gallery only.**
  - All work shown in the Graduate Gallery must have been created as part of the school program.
  - To see examples visit the schools section of the AJF website [www.artjewelryforum.org/schools/directory](http://www.artjewelryforum.org/schools/directory)
  - All information requested is required in the form and format indicated in the Graduate Gallery instructions; *if your application is incomplete or not submitted as instructed your school galleries will not be published.*
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## AJF WEBSITE SCHOOL LISTING INSTRUCTIONS

### Part One **SCHOOL LISTING**

PLEASE READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY

- All information requested is required in the form and format described in these instructions. ***If your information is incomplete or not submitted as requested your school directory listing will not be published.***
- To ensure that your school information is complete and all files are correctly formatted the instructions are listed as a STEP-BY-STEP process.
- Pay close attention to the requirements for the digital photo files.
- Follow each step, gather all the information and photo files, prepare everything for upload to the AJF online “drop box”.

#### PHOTO FILE REQUIREMENTS

All images must be formatted to the specifications shown below in order to be uploaded successfully to the Art Jewelry Forum website. If you need more information about how to properly format the required photo files there are many online resources. *If your image files do not meet the specification they cannot be uploaded and your school listing will not be published.*

- File Format: Standard JPEG
- Dimensions:
  - Width: between 400 pixels and 600 pixels, not narrower or wider
  - Height: between 400 pixels and 800 pixels, now shorter or taller
- Resolution: images are for web display, 72 dpi is required.
- File Size: Under 200kb

#### **Step One: Assemble and prepare the required photo files.**

All images must be formatted to the specifications shown above in order to be uploaded successfully to the Art Jewelry Forum website. *If your image files do not meet the specification they cannot be uploaded and your school listing will not be published.*

1. School Logo
  - Save using the school name followed by the word logo. (example: CranbrookLogo.jpg)
2. Facility Photo (school building, grounds or studios)
  - Save using the school name followed by a word(s) describing the facility (example: CranbrookArtBuilding.jpg or CranbrookStudio.jpg)
3. Instructor Photos (one photo of each instructor in the listing)
  - Save using the school name and the last name of the instructor (example: UWMadisonJones.jpg)
4. Photo of one piece of work by each instructor
  - *Save using the name instructors name followed by a word describing the piece (example: BarbaraSmithBrooch.jpg. or PaulFranklinTeapot.jpg)*

#### **Step Two: Prepare the text and photo captions document**

Create a **WORD** document with all the information (text) needed for your directory listing.

Save this document with your school's name and the word “listing” (examples: sunynewpaltzlisting.doc, ucnclisting.docx).

Include the follow information in the order shown.

1. Name of the person responsible for the listing
2. Email address of the person responsible for the listing
3. Telephone number of the person responsible for the listing
4. Name of School
5. Street Address
6. City
7. State or Province
8. ZIP/Postal Code
9. Country
10. Website address
11. Email
12. Telephone
13. Program Overview: A description of the school's jewelry/metals program of no longer than 500 words, typically three to five paragraphs. Visit the SCHOOLS section of the Art jewelry Forum website for examples.  
[www.artjewelryforum.org/schools/directory](http://www.artjewelryforum.org/schools/directory)
14. Instructor List: Provide the full name, title and a short professional bio or statement (less than 100 words) for each instructor (professor, lecturer, or artist) associated with the school's jewelry/metals program.
15. Photo list and photo caption Information  
Add the photo caption information for each piece of instructor's work. Include the following information in the order shown, separated by commas as shown in the example below.
  - Name of instructor
  - Show Title or Untitled
  - Type of object
  - Materials
  - Year created
  - Dimensions
  - Photo credit if needed.

Caption Example: John Smith, Untitled, brooch, silver, paper and wood, 2010, 4x3x2", photo Kathleen Hall

**Step Four: Congratulations! You have it all together.**

1. Save all the files in one folder.
2. Send an email to [schools@artjewelryforum.org](mailto:schools@artjewelryforum.org) and tell us all your material is ready. Do not attach or send any of your files.
3. When we receive your email you will be contacted with instructions on how to easily and quickly upload your files to our secure "drop box".

## AJF WEBSITE SCHOOL LISTING INSTRUCTIONS

### Part Two **SCHOOL GRADUATE GALLERY**

#### PLEASE READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY

- All information requested is required in the form and format described in these instructions. ***If your information is incomplete or not submitted as requested your school graduate gallery will not be published.***
- To ensure that your school information is complete and all files are correctly formatted the instructions are listed as a STEP-BY-STEP process.
- Pay close attention to the requirements for the digital photo files.
- Follow each step, gather all the information and photo files, prepare everything for upload to the AJF online “drop box”.

#### **PHOTO FILE REQUIREMENTS** (very important)

All images must be formatted to the specifications shown below in order to be uploaded successfully to the Art Jewelry Forum website. If you need more information about how to properly format the required photo files there are many online resources. *If your image files do not meet the specification they cannot be uploaded and your school listing will not be published.*

- File Format: Standard JPEG
- Dimensions:
  - Width: between 400 pixels and 600 pixels, not narrower or wider
  - Height: between 400 pixels and 800 pixels, now shorter or taller
- Resolution: images are for web display, 72 dpi is required.
- File Size: Under 200kb

#### **Step One: Assemble and prepare the required graduate work photo files.**

All images must be formatted to the specifications shown above in order to be uploaded successfully to the Art Jewelry Forum website. If your image files do not meet the specification they cannot be uploaded and your graduate gallery will not be published.

1. Select photos of work done by each graduate. Each graduate may submit between one to six images, not more.
2. Save using the graduate’s last name followed by a word describing the piece and an image number between 1 and 6. (example) smithbrooch1.jpg or paulfranklinring2.jpg or smithbrooch5.jpg)

#### **Step Two: Prepare text and photo captions document**

Create a WORD document with all the information (text) needed for your Graduate Gallery. Save this document with your school’s name followed by “graduate gallery” (examples: sunynewpaltzgraduategallery.doc, uncncgraduategallery.docx). Include the follow information in the order shown.

1. Name of the person responsible for the graduate gallery
2. Email address of the person responsible for graduate gallery
3. Telephone number of the person responsible for the graduate gallery
4. Graduate List: Provide the full name of each graduate

5. Graduate photo file list and photo caption Information

List all photos by file name (example: smithbrooch1.jpg or paulfranklinring2.jpg or smithbrooch5.jpg)

Add the photo caption information for each piece of work.

Include the following information in the order shown, separated by commas as shown in the example below.

Full name of graduate

Title or Untitled

Type of object

Materials

Year created

Dimensions

Photo credit if needed.

**Example:**

File name: smithbrooch1.jpg

Caption: John Smith, Untitled, brooch, silver, paper and wood, 2010, 4x3x2", photo Kathleen Hall

**Step Three: Congratulations! You have it all together.**

4. Save all the files in one folder.

5. Send an email to [schools@artjewelryforum.org](mailto:schools@artjewelryforum.org) and tell us all your material is ready. Do not attach or send any of your files.

6. When we receive your email you will be contacted with instructions on how to easily and quickly upload your files to our secure "drop box".