

# eXpressions<sup>®</sup>

Where Research and Creativity Meet

**2018-2019**

**Submission Guidelines and Instructions**

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## Getting Started

Thank you for your participation in eXpressions®; we look forward to seeing the wonderful projects you created! Due to the large number of submissions we receive, it is vital for each submission to be completed thoroughly and accurately. We've indicated key guidelines and instructions in **purple** throughout this document. Please pay attention to these highlighted items, as **we will only be able to process and review submissions that are completed correctly.**

Before we begin the process, here are some **important things to note**:

- Only students whose teachers have registered for the eXpressions® program are eligible to submit projects.
- A student may submit more than one project. Each submission, though, requires a separate Online Submission Form.
- Our Online Submission Form **IS** designed to allow for saving and returning to a partially completed form within 30 days.
- Read through this entire document carefully. This will make the submission process much easier for you.

## General Guidelines and Instructions

*The items that appear in this section apply to all forms of submission; Art, Language, and Math.*

### **Group Projects:**

eXpressions® students can choose to work on their project(s) individually or in groups; however, all groups must consist of **six or fewer students.**

### **Tips for Photographing Your Work:**

- Maximize the resolution on the camera you are using.
- Fill the frame with the artwork and use a simple, neutral background.
- Utilize natural light (daylight) if possible. Avoid direct sun, which causes glare and shadows. Turn off room lights. Do not use a flash.
- Use a tripod if possible. Keep the camera still.
- Select a camera MODE that will represent the artwork accurately.
- Focus. Take several shots and choose the best one.
- For 3D works, take two views: one as a full view and a second as a close-up. You may choose to place a small, recognizable object in the frame for proportional reference: for example, a pencil.
- Use minimum correction tools to achieve accurate image and color representation.
- **PLEASE NOTE:** Photographs saved as PDF files will not be reviewed.
- **PLEASE NOTE:** Photographs saved in the body of a Word document will not be reviewed.

### Audio Submissions:

- We will only accept audio submissions in **MP3** or **WAV** format. Any other file format **will not** be reviewed.
- Audio files should be **less than 5 minutes in length and less than 20 MB (20,480 KB) in file size.**
- If the audio recording includes language, such as song lyrics or a written speech:
  - a. Attach both the audio file and a Word document containing the text from the recording (e.g., written lyrics).
    - Audio files and accompanying Word documents should both be labeled with the correct file name (see “Naming Submission File(s)”)

### Video Submissions:

- We will only accept video submissions in **WMV, MP4,** and **MOV** format. Any other file format **will not** be reviewed.
- Videos must be **less than 5 minutes in length and under 20 MB (20,480 KB) in file size.**

### File-/Video-Sharing Sites:

Projects uploaded to file-/video-sharing sites, such as Google Drive, YouTube, etc., **will not** be considered for review. **You must attach your file(s) to the Online Submission Form in order to have your submission reviewed.**

### Naming Submission File(s):

- The **maximum number of files** that can accompany each submission is **TWO**. For example:
  - a. If your art project is a 3-D sculpture, submit two JPG files that show your project from two different angles.
  - b. If your language submission is a rap song, submit an MP3 audio recording along with a Word document that contains the song’s lyrics.
  - c. If your math project consists of an essay, a video, and a poem, please submit a Word document that contains both the essay **AND** the poem, and a WMV file for the video.
- **Name your file(s) using the intern’s last name, followed by an underscore, your last name, another underscore, and the title of your project.** So if your name is Jane Doe, and your art submission titled “*Apple a Day*” interpreted the work of Science intern Emma Coley, your file would be named:

**Coley\_Doe\_Apple a Day.jpg**

- If you’re submitting more than one file, please add a “1” and “2” at the end of your file names. For example:

**Coley\_Doe\_Apple a Day\_1.jpg**

**Coley\_Doe\_Apple a Day\_2.jpg**

- If the submission was completed by a team, one team member will submit the information on behalf of all team members. **Only use the last name of the student who is submitting the file in the file name.** For example, if Jane Doe worked with John Smith to create a video, and Jane Doe is the student submitting the file, it would be named:

**Coley\_Doe\_Apple a Day.wmv**

- **PLEASE NOTE:** Files that are not properly named will not be reviewed.

### **eXpressionist Statement:**

All submissions must include an eXpressionist statement that is under 100 words, proofread, and spell-checked. This statement typically sheds light on the artist's/writer's/mathematician's inspiration, concept, and hopes for the piece. This is the statement that will accompany the project in print and on display if the project is selected for an award.

## **Submission-Specific Guidelines**

*All submissions must adhere to all guidelines listed on pages 2 - 4, AS WELL AS the guidelines that pertain to the specific eXpressions® program to which you are submitting work.*

### **Art Submissions:**

The eXpressions® program looks at an art submission as a single piece (a sculpture, for example) or a series of pieces (for example, three photographs) that interprets the research of a Cleveland Clinic Science Internship Program intern. A series of multiple pieces counts as one submission as long as the individual components are related in some way to each other and to the research being interpreted. (**Tip:** You may want to explicitly point out these ties in your eXpressionist statement!) A set of multiple interpretations, however, must be submitted together to form a complete submission.

- Technique Statement
  - a. This statement must be under 100 words, proofread, and spell-checked. This statement will help our judges understand the specific process by which the art project was created, and what types of media were used.

### **Language Submissions:**

The eXpressions® program looks at a language submission as a written piece or a series of pieces that interprets the research of a Cleveland Clinic Science Internship Program intern. A series of 3 poems counts as one submission as long as the poems are related in some way to each other and to the research being interpreted. (**Tip:** You may want to explicitly point out these ties in your eXpressionist statement!) A set of multiple interpretations, however, must be submitted together to form a complete submission.

- Word Limit
  - a. Language submissions **must not exceed 1,000 words.**
- Spacing and Font Size
  - a. Entries should be **double-spaced with 1 inch margins and 12-point Times New Roman font**, unless the genre dictates a different format – e.g., concrete poem, postcard, etc.
- **PLEASE NOTE:** Language submissions that are submitted as PDF files will not be reviewed.

### **Math Submissions:**

The eXpressions® program looks at a math submission as a single piece (a video, for example) or a series of pieces (for example, a video, an essay, and a photograph) that interprets the research of a Cleveland Clinic Science Internship Program intern. A series of multiple pieces counts as one submission as long as the individual components are related in some way to each other and to the research being interpreted. (**Tip:** You may want to explicitly point out these ties in your eXpressionist statement!) A set of multiple interpretations, however, must be submitted together to form a complete submission.

- For Written Math Submissions:
  - a. All written project-submissions must be contained to within a total of 1,000 words.
  - b. Written pieces are to be submitted as **Word documents, double-spaced with 1 inch margins and 12-point Times New Roman font**, unless the genre dictates a different format – e.g., concrete poem, postcard, etc.
- **PLEASE NOTE:** Written math submissions that are submitted as PDF files will not be reviewed.

## **Our Stand on Plagiarism**

Plagiarism is the act of taking another person's work or idea and claiming it as your own without changing any substantial pieces or elements of it. Unauthorized use or close imitation of an existing creative work will result in a submission's disqualification, and will be reported to the student's school.

Acceptable:

- Use of non-copyrighted images that are heavily collaged or manipulated to produce a new image or meaning.
- Alteration of non-copyrighted images by relying on graphic manipulation and editing, using programs such as Adobe Photoshop, Illustrator, Paint Shop Pro, and Corel Draw.
- If you use pre-existing content, make sure you have permission, and be sure to site the source.
- Wholly original photographs, paintings, stories, poems, drawings, and interpretations are strongly encouraged.

Unacceptable:

- Use or direct imitations of published characters, photographs, images, or story lines.
- Use of recognizable images of celebrities.
- Use of copyrighted content.

Seek advice from an eXpressions® educator if you have questions.

## **Student Submission Process**

Now that you have read over the submission guidelines, it's time to move on to the online submission process. Following the steps below in order will make the submission process quick and easy for you!

1. Download and complete the eXpressions® Online Submission Checklist. Completing the [Online Submission Checklist](#) will help you gather all of the information you need to submit **BEFORE** you begin the submission process.
2. After completing the Online Submission Checklist, proceed to the [Online Submission Form](#).

- a. **The Online Submission Form does allow you to save a partially completed form and return to your work at a later time.** In order to save and return to a partially completed form, you must click on the “Save and Resume Later” button located at the bottom of the Online Submission Form. A box will appear on the form once you click on the “Save and Resume Later” button with a link to access your form at a later time. You can copy the link and save it in a safe place or you can have the link sent to an email address of your choice. The link can only be accessed within 30 days of your request and **BEFORE** you submit your project. It is your responsibility to save and keep the link, as the Civic Education Department will not be able to provide you with the link to access your form. If you misplace your link, you will have to start the form from the beginning.

**PLEASE NOTE:** The save and return function does not allow for files to be uploaded and saved until the form is fully submitted.

- b. **If you are submitting a team project, please select one representative from your group to complete the Online Submission Form.** This team member will need all other team members’ information to successfully submit the online form.

## **Additional Contacts**

### **Cleveland Clinic Office of Government and Community Relations:**

Bryan Pflaum, MFA  
Director, Civic Education  
[pflaumb@ccf.org](mailto:pflaumb@ccf.org)  
216.448.0602

For questions regarding the eXpressions® Online Submission Form:  
Chris DeNicola  
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### **eXpressions® Art and Language Master Teacher Mentors:**

Anne Cole, MAEd  
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### **eXpressions® Math Master Teacher Mentor:**

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