

Image file naming and sizing guide

1. The pattern

For an application:

```
Surname_Title_Year_01.jpg  
  
Laurent_HarbourAtLowWater_2025_01.jpg  
Laurent_HarbourAtLowWater_2025_02-detail.jpg  
Laurent_TwoTides_2024_03.jpg
```

(Examples with a fictional artist and fictional works.)

- Surname first, then the title written without spaces, then the year, then the position in the portfolio.
- The number is the order the jury sees the images, with a leading zero: 01, 02 ... 10.
- A detail or installation view keeps the work's name and adds one word after the number: -detail, -install, -verso.
- The same name appears in the image file name column of your artwork list.

For your own archive, add the date you exported the copy, so versions sort by date:

```
Surname_Title_Year_view_YYYYMMDD.jpg  
  
Laurent_HarbourAtLowWater_2025_front_20251014.jpg
```

2. Characters

Use:

- Letters a to z and A to Z, without accents
- Numbers 0 to 9
- Underscores (`_`) between parts, hyphens (`-`) inside a part

Leave out:

- Spaces
- / \ : * ? " < > [] & \$ # % and other symbols
- Accented and special letters (å, é, ø, ü, ß). Write them plainly: Hoegberg, Bjoerk, Mueller, or as you write your name in English
- Words like final, new, v2 in the name. Use the date instead

Keep names short enough to read in full in a folder list.

3. Sizes, when the call gives none

Use	Long edge	Format	Colour
Single image upload	about 2,000 px	JPEG	sRGB
Image placed in a PDF portfolio	about 2,000 px, reduced before placing	JPEG inside the PDF	sRGB
Website or email	about 1,200 to 1,600 px	JPEG	sRGB
Print or catalogue	Ask the printer	TIFF or as asked	As asked
Your original	Never reduced	As shot	As shot

These are working defaults, not a standard. The call's own numbers always come first.

4. Before you upload

- ☐ Every file follows the call's naming rule, or the pattern above.
- ☐ Files are numbered in portfolio order, with leading zeros.
- ☐ Every file name matches its caption and its row in the artwork list.
- ☐ Every file is exported in sRGB.
- ☐ Each file is within the size the call allows.
- ☐ The total of all files is under the call's upload limit.

☐ The originals are untouched and backed up somewhere other than this computer.

From samlio.com/resources/image-file-naming-guide

Sources

File naming conventions, Boston University Libraries, Data Services, https://library.bu.edu/data_management/naming (checked 2026-10-14)

A Standard Default Color Space for the Internet: sRGB, W3C, <https://www.w3.org/Graphics/Color/sRGB.html> (checked 2026-10-14)

Académie de France à Rome, Villa Medici: open call for fellows, annual selection, https://www.villamedici.it/en/programme_residence/open-call-fellows-annual-selection/ (checked 2026-10-14)

Samlio Collected: How to put together a portfolio for an open call or grant, <https://samlio.com/collected/open-call-portfolio-what-to-include> (checked 2026-10-14)