

## **"The Legacy Project: Preserving the History of AlphaEast" Data Submission Guidelines**

The Eastern Region Historical Commission encourages chapters to submit photographs that are of actual events. Suggestions for photos that the commission desires to include in the project are:

- Photos that highlight key moments of a chapter's history (national/local programs, special recognitions, etc.)
- A mixture of action and posed (group) shots
- Photos that show chapter members engaged with their community
- For college chapters, include photos that highlight your involvement in campus life

### Submission Requirements:

- Each chapter must register at [www.alphaeast.com/legacy](http://www.alphaeast.com/legacy) by submitting a primary and secondary contact. Please select a brother that can represent your chapter throughout the duration of the project. Contacts will be provided access to their chapter's folder at [www.box.com](http://www.box.com).
- Upload data (photos and documents) to your assigned folder at BOX.com. Click [here](#) for instructions.
- Each chapter should submit 20 photos. Chapters may change any photograph previously submitted until the folder is closed.
- Photographic images must be submitted in digital form only
- The minimum file size for a photo is 600 dpi. The optimal resolution for a photo is the largest size available. Please upload your photos at their original image resolution.
- Images shall be correctly exposed and in focus.
- The file name for each photograph should include the initials of the chapter name and the sequential number of the photograph (e.g. the first photograph submitted by Alpha Chapter should be A-01 or the fifth photograph submitted by Delta Beta Lambda Chapter should be DBL-05).
- Captions shall be submitted as a word document indexed to match the order of the photos that are submitted, (e.g. the caption for the first photograph submitted by Alpha Chapter should be A-01-C or the caption for the fifth photograph submitted by Delta Beta Lambda Chapter should be DBL-05-C).

- Please include full names and, if relevant, titles and date of photo in your captioning. Remember that interesting and accurate captioning lends greater credibility to your photo and increases the engagement of the viewer.
- Submission of any photograph gives consent for the photograph to be published in the Eastern Region Legacy Project and any other media consistent and appropriate with recording and displaying the history of the Eastern Region.
- Chapter's history shall be submitted as a word document. The commission reserves the right to edit the chapter's history for grammar and spelling errors without changing the context of the history.
- Chapter's history along with photo captions should not utilize any prefix in front of or behind its designation that will defame the name of Alpha Phi Alpha. Prefixes such as "bloody," "gangster," "merciless," "notorious," "big bad," and the like will not be included in the description of any chapter designation. Additionally, no photos with "red" letters or defaming monikers will be accepted.
- The commission reserves the right to not use any photograph or remove photos from a chapter's submission.

#### Restrictions:

- We insist on truth in captioning and expect full disclosure in the story behind the photo. Your description should be complete and accurate.
- Please do not digitally enhance or alter your photographs beyond the basics needed to achieve realistic color balance and sharpness. If you have digitally added or removed anything, don't submit the shot. The commission will look at every photo contribution to review its overall authenticity and will not publish any image that does not meet these guidelines.
- Do not submit any pictures that contain hazing, nudity, violence, obscenity, profanity, pornography, illegal activity or anything else that is offensive in nature or damages the Alpha brand. Images in violation of this may be submitted to the General Office for investigation.
- Submissions must not contain any copyrighted material including paintings, other copyrighted photos, copyrighted logos, or any other art/advertisements/sculptures/exhibits or audio which are copyrighted.

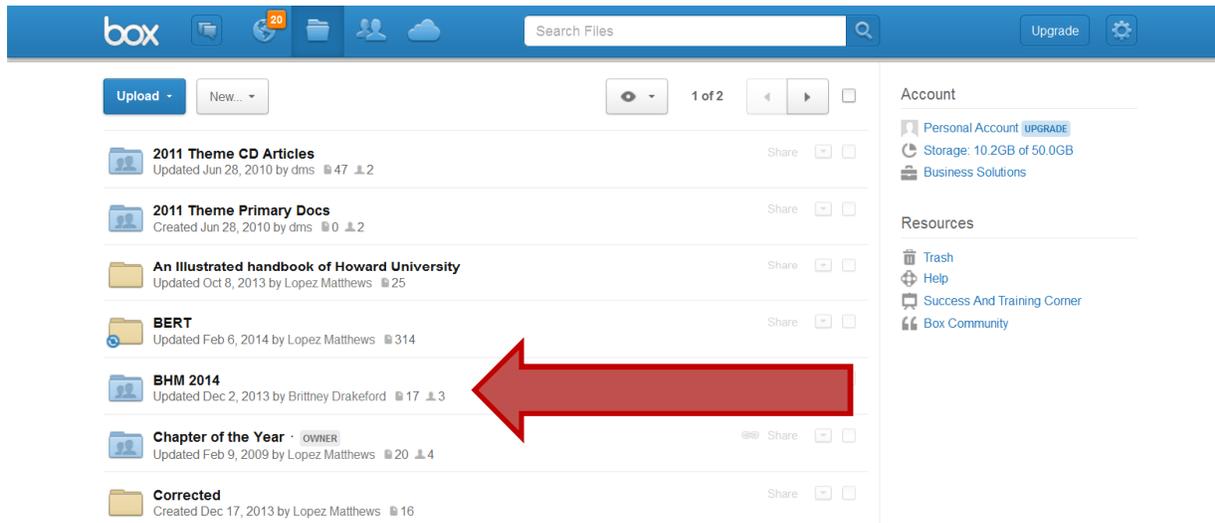
- Any photograph that contains copyrighted content must be accompanied by a releases form from the copyright owner.
- Do not embed watermarks, website name, or copyright notice in the images.
- Do not submit negatives.
- Do not submit video footage.

**Submission Deadlines:**

- The last date for submission of data is June 30, 2014, chapter folders will be closed on July 1, 2014.
- Chapters may request that their folders be reopened after this date with sufficient justification. In no case will a folder be opened after July 5, 2014.

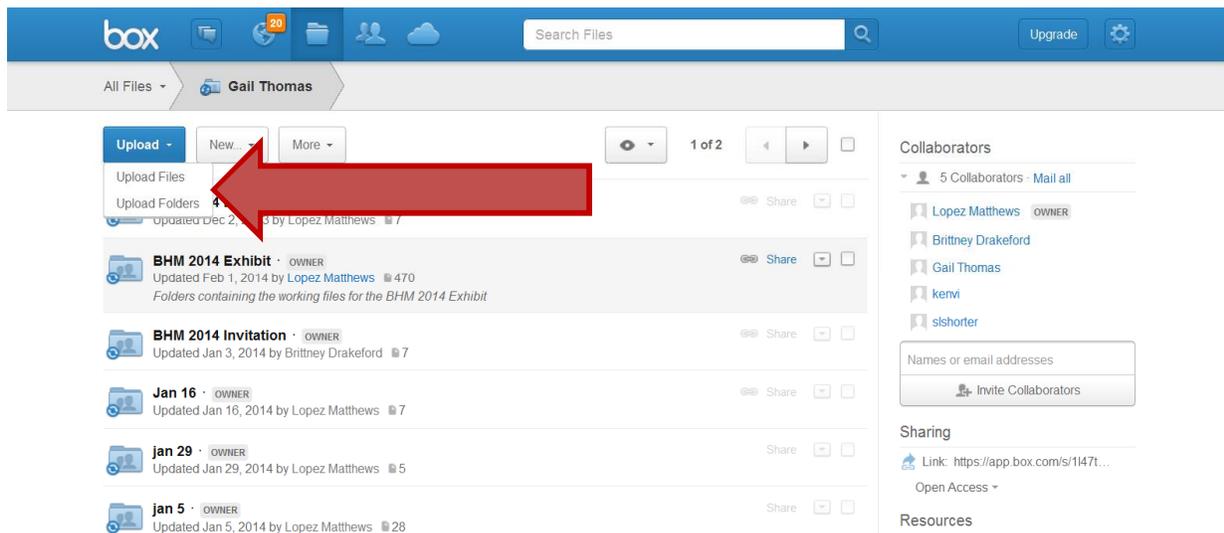
## Instructions to Upload Documents to Box.com

Once you log in click the folder you wish to upload material to.



Once in the folder click the “upload” Button

You will then have the option to upload a single file or folder



It is the same as attaching a document to an email

File Upload

Desktop

Organize New folder

File folder

BHM work flow1.8  
DOCX File  
16.9 KB

Black Quiz  
DOC File  
30.5 KB

FIOS Information  
Shortcut  
1.92 KB

Fireworks 4  
Shortcut  
1.35 KB

Google Drive

File name: Black Quiz

All Files

Open

Share

1 of 2

Collaborators

5 Collaborators - Mail all

Lopez Matthews OWNER

Brittney Drakeford

Gail Thomas

kervi

slshorter

Names or email addresses

Invite Collaborators

Sharing

Link: <https://app.box.com/s/1147t...>

Open Access

Resources

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Google Drive

File name: Black Quiz

All Files

Open

Which neighborhood was known as the "black capital of the world"?  
a. Harlem

What year did slavery end in Maryland?  
a. 1864

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Collaborators

5 Collaborators - Mail all

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Names or email addresses

Invite Collaborators

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Link: <https://app.box.com/s/1147t...>

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Resources

Black Quiz.docx

Created Feb 9, 2014 by You - 30.50 KB

BHM 2014 Brochure

Updated Dec 2, 2013 by Lopez Matthews 7

BHM 2014 Exhibit

Updated Feb 1, 2014 by Lopez Matthews 470

Folders containing the working files for the BHM 2014 E

BHM 2014 Invitation

Updated Jan 3, 2014 by Brittney Drakeford 7

Jan 16

Updated Jan 16, 2014 by Lopez Matthews 7

jan 29

Updated Jan 29, 2014 by Lopez Matthews 5

Processing upload...

Uploading 1 of 1 file(s) to Gail Thomas

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Done.