

## SUBMISSIONS

### **How many works can I submit?**

Architects may submit up to TWO works of any size.

### **Is there a size restriction?**

There are no size restrictions as such, however do bear in mind there is limited space in the gallery.

### **How much does it cost to enter?**

The price of Architecture submission is **£30 per work/£10 for students & under 26s**. This fee is to cover administration and exhibition costs. Payment is made online during the application process by debit or credit card, facilitated by Stripe.

Submissions will not be accepted without payment and refunds will not be offered for applications not completed correctly by the online submission deadline or for works which are not selected or not delivered at the correct time.

There is also a **£10 hanging fee** for each works installed in the exhibition payable via Stripe on pre-selection or in cash on the hand-in days. Any works not included in the final hang will be refunded this hanging fee.

### **Is there a theme for submitted work?**

No, there is no particular theme for the work submitted this year.

### **How do I enter?**

Architects must register and submit work online at [www.royalscottishacademy.oess1.uk](http://www.royalscottishacademy.oess1.uk).

Architects should submit through the Open Architecture section and Artists should submit through the Open Art section. **Please make sure you are submitting to the correct application before making your payment!**

### **Do I still have to register if I have submitted in previous years?**

If you have entered a previous RSA Open in the last few years you will use the same login details as before. If you entered prior to 2017 or have never entered before you will need to set up a new account.

### **I can't remember my password.**

Click on 'Forgot your Password?' in the artist login area, enter your email address and click 'Email me my reset link'. Remember to check your junk mail for the reply.

### **Do I have to be Scottish/based in Scotland to submit?**

No you do not have to be Scottish or based in Scotland to take part, we welcome entries from anywhere in the world. However, it is very important to remember that **all regulations still apply and must be adhered to**. If you are based outside the UK please read the **Regulations** and **Information for International Exhibitors** in full before deciding to enter. These can be found by clicking the links on our Opportunities webpage.

### **Am I classed as a student/under 26?**

To enter as a student, you must still be a registered student by the submission deadline of 6 February 2025. To be eligible for the under 26 discount you must be aged 25 or under on the date of the submission deadline of 6 February 2025. You will be asked to show valid ID to confirm student status and/or age if invited to deliver pre-selected work.

### **Can I submit as an organisation/collaboration/collective?**

Yes. If submitting as an organisation or collaboration please use the 'collaborators' details section in the

application to add either the name of the collaborator or give the preferred organisation/collective name that the work should be credited to. If the work is pre-selected please make sure the 'name' on the Label is the name as you wish it to be credited in the catalogue.

### **Can I submit on behalf of someone else?**

It is fine to assist someone in completing their application with the applicants full permission if they require support or do not have an email address. Applications cannot be made on behalf of someone deceased or without the full permission of everyone involved. It is responsibility of the Architect completing the application to make sure all relevant permissions are sought for the work to be displayed and to provide the RSA with all credit details.

### **Can I submit old work or work previously exhibited in the RSA?**

Work must have been completed within the last 8 years and should not have been exhibited previously in an RSA exhibition or in any other exhibition in the RSA building. It is acceptable for the work to have been exhibited elsewhere.

### **What type of work can be submitted?**

Work is accepted in any suitable medium. This includes, but is not limited to -

2D work: drawings, digital renders, plans, schematics, photography.

3D work: models, building samples.

Digital: film, animation, audio.

### **Are there any restrictions to the type of work which can be submitted?**

Works will not be accepted if they are deemed to be a danger to public safety; contain wet or oily substances which may cause damage to the building and other artwork; contain chemicals or materials that may cause harm to the public; are considered to be a fire risk or are deemed unacceptable for any other safety reason. Any works deemed a risk to the public, staff, building or other work on display at any stage during the exhibition will be immediately removed from display.

It is not possible to screw into or attach anything directly to the floors or ceilings in the galleries. Any freestanding work must be stable and secure on it's own.

### **Can I submit a diptych / multi-part work as one entry?**

Yes multi-part work can be submitted as one entry as long as all elements can clearly be identified as a coherent piece.

The main/first image on the application should ideally be of the full work as it will be exhibited. The further images can be used to show details.

If pre-selected, all separate parts must be labelled clearly (e.g. 1 of 2, 2 of 2) and indicate hanging order. If relevant, a diagram should be included with the work.

### **Does the work have to be for sale?**

We strongly encourage all works to be for sale. To complete the application process a sale price must be entered. If you are not able to have the work for sale please enter a price anyway and if pre-selected contact us by email to inform us of this.

All sales made from the exhibition are **subject to 40% commission + VAT** (charged on the amount of commission only). Artists registered for VAT must enter their VAT number on the online submission form and sales will then be **subject to 40% commission including VAT**.

The price of work given on the online submission form is the total price payable by the purchaser, **we will not add on the commission for you**.

The RSA will deal with all aspects of the sale administration and will contact you if further information is required. In line with GDPR regulations it is not possible for us to share buyers contact details.

### **How many images of each work can I submit?**

You are required to submit ONE image of each work; however, you can upload an additional three images to show different angles and details if you feel this is necessary. Please ensure that you use good quality images which do justice to your work and that adhere to the specifications noted on the submission website.

## Does my submission photograph need to include the frame / display plinth etc.?

No, the frame / plinth etc. does not need to be included in the submission image. Up to four images can be included and it is useful to include the frame or any display support in one of these images so the selection panel can envisage how the work will look, however it is not compulsory.

## What is the best way to photograph my work?

Some tips for photographing artwork:

- Place your work against a wall or easel with a clear, neutral background. Smaller works can be laid flat and photographed from above.
- Avoid harsh lighting. Try to get a soft, even light over the whole image with no shadows or reflections. Near a large window or outdoors on an overcast but bright day can work well.
- If possible photograph your work before glazing to avoid glass reflections.
- Keep your camera steady to ensure the image is sharp. A tripod can be useful if you have one. Using a self-timer or remote shutter can help eliminate potential shake caused by pressing the shutter button.
- Point your lens directly at the centre of your work, tilting your camera to compensate if your work is leaning at an angle. If your camera has a grid function this may help to get the right angle.
- Auto focus should work well on most cameras.
- With phones and tablets it is best to avoid using the zoom as this reduces the quality. Try to move your own position instead so there is as little background around the artwork as possible.
- Take a number of photos and keep checking to improve your position and sharpness.
- With sculptural work, play around with different angles to make sure you get a selection which shows all aspects of your work.
- Improve photos by cropping and editing. There are many free photo editing programmes and apps. You may want to increase the contrast and brighten a little but make sure not to over edit.

## What file type and size should my image be?

Images should be Jpeg/JPG or PNG files and should ideally be over 1MB but not exceed a maximum 10MB.

## My image won't upload.

- Check image is a Jpeg/JPG or PNG file type - other file types may not upload.
- Check file size does not exceed 10MB - the time it takes for images to upload may vary depending on your browser settings and internet speed, so please be patient and resize your image if necessary.
- There are many ways to resize images depending on what you are using. Here are a few ways. Remember to always save as a copy to keep your original image:
  1. Resize on a PC: Open your image in Paint. Click 'Resize' near the top right of the page. Select 'Pixels' then change the longest side to around 1600 pixels (or smaller). Ensure 'Maintain aspect ratio' is ticked so that the other side adjusts automatically.
  2. Resize on a Mac: Open image in the Preview app, choose Tools > Adjust size, then select 'Re-sample image'. Enter a smaller value in the Resolution field.
  3. Resize on an iPad/iPhone: Download and open a photo editing app like the Image Size app. Choose the image you want to edit. In the 'Pixel' section, change Width or Height to resize the image (make sure the chain link is enabled so that the aspect ratio remains the same).
  4. If these options don't work, try searching online for how to resize an image using your specific device or use free online photo editing tools.

## Should my dimensions given include the frame?

Yes, when completing dimensions please include the full outer frame size of the work. If your work is made up of multiple parts, dimensions should be the full size of work as presented, including any gaps. **Dimensions should be given in centimetres.**

## Can I edit my application?

Yes, you can log back into your account and edit your application and personal details as often as you like until you have either 'confirmed' the application or the deadline has passed. Please note that even if you have clicked 'Confirm', there is the option to 'Unconfirm' and make amendments until the submission deadline.

**After the submission deadline has passed applications cannot be edited and no refunds can be given for incomplete applications.**

## How do I submit a video/audio work?

Video/audio works cannot be uploaded directly to the application site. You should upload your work onto another site such as Vimeo or YouTube and enter the URL in the relevant section in the Artwork Details. If your work is password protected please include the password in the field provided.

You must also upload an image which should be a still from the video or an image to describe the audio work.

## PRE-SELECTION

### How do I find out if I am pre-selected?

Log back into the submission site from **midday on 7 March** to see if your work has been pre-selected.

**Please note, you will not be emailed directly, it is your responsibility to log in and check on this date.**

If you have submitted more than one work please check the thumbnails at the bottom of the notification message to check if only one or both of your works have been pre-selected.

### If I am pre-selected will my work be included online?

**Yes, all work that is pre-selected will automatically be included in our online exhibition** and be available to purchase, though it may not be included in the physical hang. There will be a final selection when the work is delivered to the RSA to decide which works will be included in the physical show.

### If my work is pre-selected but not included in the final selection, do I still need to collect it from the gallery?

Pre-selected work which is not in the final hang should be collected at the end of the exhibition. Work will be stored in the gallery until the end of the exhibition and if sold online during this time will be collected by the buyer. There may be some exceptions to this if work is particularly large or fragile, in which case we will get in touch and request you collect earlier.

### How do I pay my £10 hanging fee?

If your work is pre-selected, you will be sent a link to pay your £10 per work hanging fee online via Stripe. You can also choose to pay your hanging fee in cash when delivering your work. If your work is not included in the final hang your £10 will be refunded. If paid in cash your refund will be returned on collection of your work and if paid online this will be refunded within two weeks of the exhibition opening.

### How do I get my Labels?

If your work is pre-selected, labels will be posted out to the address you have registered with on your online application in the week following the pre-selection notification. Spare labels will be available from staff on the hand-in day should you need them

### How do I fill out and attach my Labels?

**The label has three parts that should be completed in full - Part A, Part B and Artist Receipt.**

On delivery of the work, the Artist Receipt section will be removed by staff and returned to you as a record of your delivery. If delivering by courier you may remove this part yourself. **Please do not separate Parts A and B.** A label should be securely attached to each work with string which is taped or stapled to the back of the work. The string should be long enough for the label to hang over the front of the work. For models or unusually shaped works please affix the label in the most convenient way possible. For a multipart work, you will only need one label to be attached to one part of the work, however, we ask that all parts are labelled in some way to ensure they do not get separated. **Labels are for cataloguing and identification purposes and will be hidden or removed before opening to the public.**

### Do I have to deliver the work to the gallery myself?

No, if your work is pre-selected and you are invited to bring it to the gallery you may ask a friend or courier to deliver on your behalf. Please note that, as stated in the guidelines, works must have labels attached and all packaging removed before handing over to RSA staff; these conditions must be fulfilled by whoever delivers your work. If a courier is unable to unpack your work please contact us to inform us of this in advance. Due to staffing and a short install period we can only offer to unwrap a limited number of works.

Remember you will be required to pay a £10 hanging fee in cash when delivering, or online via Stripe, so please make sure whoever is delivering for you is aware of this or contact us about it in advance.

### **Can I hand in an alternative work to the one pre-selected?**

No, only pre-selected work can be handed into the gallery, no substitutions can be made.

### **Do I have to supply mirror plates / hanging mechanisms?**

The RSA will supply and fit mirror plates as a matter of course to all 2D works. We also have other basic hooks and fixings we may use if deemed more appropriate for the work by our install team. Please ensure that no hanging mechanisms are attached to the back of the work when handing in, unless integral to the work, as this could cause damage to your work and others during install.

If your work has an unusual or specific hanging method then please discuss this with staff at hand-in or email us when pre-selected. In this case you may be required to supply the hanging mechanisms along with your work.

### **Do I need to provide my own A/V equipment?**

Yes, all A/V equipment must be supplied with the work on the hand in days or the work will be rejected. Set up and running instructions must also be supplied, film work must be able to be looped and all equipment must be PAT tested.

### **Do I need to provide my own plinth/shelf etc.?**

Yes, all plinths/shelves for sculptures must be supplied with the work on the hand in days or the work will be rejected.

Plinths must be stable and an appropriate size for the work. The RSA reserves the right to paint plinths unless expressly prohibited by the architect. All plinths should be labelled with the architect's name on the underside. Plinths whose stability, materials or method of construction could present a hazard to the viewing public may be rejected on these grounds.

### **Can you recommend couriers?**

The RSA is not affiliated with any couriers listed below and cannot confirm their availability. Many other couriers are available.

- Van GoGo2: [vangogo2@gmail.com](mailto:vangogo2@gmail.com) (Edinburgh, Glasgow, the Borders)
- Paul Gilzean: [pggilzean@btinternet.com](mailto:pggilzean@btinternet.com) (Aberdeenshire, Dundee, Fife)
- McAdie and Reeve: [mcadie-and-reeve.co.uk](http://mcadie-and-reeve.co.uk) (Orkney)
- Irish Art Services: [irishartservices.com](http://irishartservices.com), [info@irishartservices.com](mailto:info@irishartservices.com), +353 63 849 51 (Ireland)
- Aardvark Art Services: [aardvarkartservices.com](http://aardvarkartservices.com), [info@aardvarkartservices.com](mailto:info@aardvarkartservices.com), 01253 794 673 (UK)
- ThePackengers: [thepackengers.com](http://thepackengers.com), +44 (0) 20 3154 4360 (UK)
- Art Cargo: [artcargo.co.uk](http://artcargo.co.uk), +44 (0)75 88 48 43 64 (UK)
- Picture Post - [picture-post.webnode.com](http://picture-post.webnode.com), [info@picturepostcompany.co.uk](mailto:info@picturepostcompany.co.uk) (UK)
- Central Link Couriers - [central-linkcouriers.co.uk](http://central-linkcouriers.co.uk) (UK, Europe)

### **I can't deliver/collect my work on the required days/times.**

If you cannot deliver in person please arrange for a friend or courier (see above) to deliver for you.

If you cannot collect in time please contact us as in advance as possible. While we want to be as helpful as possible we simply do not have the storage space to safely retain work, particularly large works, for longer than the stated times. As noted in the Regulations, which the architect agrees to by completing the online application, works not collected on time may incur a storage charge and the RSA reserves the right to dispose of any work after two weeks.

## **ONLINE EXHIBITION**

If pre-selected, you will automatically be included in the online exhibition. In the week after pre-selection notification, you will be emailed by [exhibitions@royalscottishacademy.org](mailto:exhibitions@royalscottishacademy.org) with further information about pre-selection and the online exhibition.

All images and information submitted in your application will be used for the online exhibition, however you will be given the option to send additional or higher resolution images of your work.

You will also be given the opportunity (not compulsory) to email a short artist statement or description of the work to be included online. The text should **not exceed more than 200 words** and cannot contain clickable links as these will not function on our website. This text will not be included in the gallery and must be sent by the date requested in the email.

**Please be understanding that we are a very small team and will receive a lot of emails. It may take us a while to reply and we may not have time to respond to confirm information has been received.**

## **PRIVATE VIEW AND EVENTS**

A Private View will be held on the evening of Friday 2 May (exact time TBC). All pre-selected artists will receive a plus one invite link upon pre-selection, not just the artists selected for the final hang, and you will be required to RSVP online in order to attend. The number of guests wanting to come to this event far exceeds our building capacity so we regret it is likely not everyone will be able to RSVP/attend.

**Invites are strictly plus one only. No additional guests can be accommodated.**

The exhibition will be open free of charge from 10am Saturday 3 May.

Further exhibition events may be organised and you may be contacted about the opportunity to be involved in these.

If you cannot find the answer to your question here or in the Regulations please email [exhibitions@royal.scottish.academy.org](mailto:exhibitions@royal.scottish.academy.org).



The Royal Scottish Academy of Art and Architecture The Mound Edinburgh EH2 2EL  
[royal.scottish.academy.org](http://royal.scottish.academy.org) [exhibitions@royal.scottish.academy.org](mailto:exhibitions@royal.scottish.academy.org) 0131 624 6110  
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