

JUDGING PROCEDURES HANDBOOK
2020 PHOTO CONTEST

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A - STATEMENT ON REPRESENTATION

The World Press Photo Contest is one of the World Press Photo Foundation's most important and best-known programs.

The contest rewards photographers for the best single exposure pictures contributing to the past year of visual journalism. The criteria for entries is that they are accurate, fair, and visually compelling insights about our world.

The foundation sets the contest categories and rules, requires entrants to accept the contest code of ethics, and selects the jury. Once appointed, the jury, chair, and secretaries are independent of the foundation, and no member of the foundation has a vote on which image or story wins.

Once the winners have been decided and announced, they are all presented to the world via the foundation's website and social media channels, and a large selection is made available through the foundation's exhibition and yearbook. These showcases mean many millions of people around the world will see them, often for the first time.

The foundation occupies an important place in the world of visual journalism and storytelling. World Press Photo is a platform that connects professionals and the global audience through high quality, non-fiction reporting, and storytelling that can be trusted.

Being a global platform gives the foundation the responsibility to present the best, most accurate and compelling work, even though the foundation has not directly chosen this work. As such, without restricting the jury's decisions, we would like the jury to consider issues of representation when it is deliberating on the entries:

- Whether the images and stories under consideration repeat well-known examples or are distinctive
- Whether the images and stories under consideration they reinforce or challenge stereotypes
- Whether graphic and violent photographs are appropriate for the story presented, especially when they involve vulnerable people
- Whether issues of the subjects' consent appear to have been appropriately handled by the photographer

The foundation recognizes these are often matters of judgment, but they indicate some of the issues World Press Photo deals with as it presents the visual stories that matter to the world.

B - THE JURIES AND THE SECRETARIES

The judging process for the World Press Photo contest involves a News and Documentary jury, three specialized juries and a General Jury. It takes place in several rounds over a two-week period in January/February of each year.

The juries have different names and compositions.

The News and Documentary Jury consists of five members and judges the first rounds of Contemporary Issues, General News, Long-Term Projects and Spot News.

The specialized juries are the Nature & Environment, Portraits and Sports juries. Each consists of three members and judges the first three rounds of their category.

The General Jury consists of seven members and is made up of the chair of the News and Documentary Jury, the three chairs of the specialized juries and three additional jurors. The chair of the News and Documentary Jury will be chair of the General Jury.

Each jury is assigned specific responsibilities, and those responsibilities, along with details of the several rounds of judging, are described in section F of this document.

Each jury has a chair responsible for maintaining the integrity of the process, ensuring the deliberations are conducted in accordance with the highest standards, and making certain that all jury members are fully involved in the judging process. English is the sole operating language of the contest and the juries.

Each jury is assisted by a secretary. The secretary is responsible for all procedural matters and ensures the rules and procedures are fairly and properly applied. The secretary does not contribute to debate on the merits of any entry, and has no vote in the balloting.

Each jury is supported by a jury coordinator, who is a staff member of the World Press Photo Foundation. The coordinator is the principal conduit of information between the jury and the organization on all matters related to the judging. The coordinator does not contribute to debate on the merits of any entry, and has no vote in the balloting.

In case of illness or other exceptional circumstances World Press Photo can seek replacements. The News and Documentary Jury requires a minimum of 4 members to be present, the Nature & Environment, Portraits and Sports Juries require 3 members to take a valid decision, the General Jury requires a minimum of 5 members to be attending the judging. When judging begins, members of the jury are required to sign a statement committing themselves to following the procedures laid down in this handbook. They are also required to sign a non-disclosure agreement ensuring both the confidentiality of jury debates and the details of nominees and winners until the official announcement dates.

C - GENERAL PROCEDURES

The general procedures ensure a fair judging process and must be adhered to at all times.

- (i) Jury members cannot enter the contest in the year they are judging.
- (ii) Each jury member, whether an ordinary member or chair, has one equal vote.
- (iii) Jurors cannot abstain from voting at any stage of the judging process.
- (iv) All proceedings and deliberations of each jury are conducted in confidence. Jurors are required to sign a non-disclosure agreement to ensure they do not reveal any details of the deliberations, or the identity of nominees or winners prior to the public announcement. This means jurors cannot discuss any aspect of the entries, debates or decisions, both during the process and after the announcement of the results, with anyone other than a fellow juror.
- (v) All entries are coded, with identifying information removed from the pictures so the work is judged anonymously. At no stage of the process - and in no discussion either in or outside the judging rooms - should jury members speculate on, or reveal, any names of participating photographers, agencies or publications.
- (vi) If jury members recognize they are personally involved in submitted work, through either a personal or professional relationship, they must declare their interest openly at the beginning of any discussions on the work.
- (vii) Before the beginning of the third round the secretary of each jury will check the credits of all remaining entries in the contest to see if jury members are required to declare any potential conflict of interest they have not yet acknowledged.
- (viii) In all categories the General Jury must award a first, second and third prize.
- (ix) The General Jury must award the World Press Photo of the Year and the World Press Photo Story of the Year prize.
- (x) The winners of the photo contest will be announced in two stages. First of all, nominees in all categories (the three winners but without allocation of first/second/third prize) will be announced on 25 February 2020, along with six nominees for the World Press Photo of the Year and the World Press Photo Story of the Year. The winners of the first, second and third prize in each category and the World Press Photo of the Year will be announced on 16 April 2020.
- (xi) In situations for which the judging procedures do not provide, the secretary, in close consultation with the jury chair, the jury coordinator and the Director of Contests, will decide how to proceed. If no agreement can be reached, the World Press Photo Foundation, in the person of its Managing Director, will decide on the proper procedure.

D - CODE OF ETHICS

Jurors should be aware that entrants are required to accept the photo contest code of ethics as a condition of entry.

World Press Photo Contest Code of Ethics

Entrants to the World Press Photo contest must ensure their pictures provide an accurate and fair representation of the scene they witnessed so the audience is not misled. This means that entrants:

1. Should be aware of the influence their presence can exert on a scene they photograph, and should resist being misled by staged photo opportunities.
2. Must not intentionally contribute to, or alter, the scene they picture by re-enacting or staging events.
3. Must not pay their subjects, either in money or goods.
4. Must maintain the integrity of the picture by ensuring there are no material changes to content.
5. Must ensure captions are accurate.
6. Must ensure the editing of a picture story provides an accurate and fair representation of its context.
7. Must be open and transparent about the entire process through which their pictures are made, and be accountable to the World Press Photo Foundation for their practice.

E - ENTRY RULES

1. The World Press Photo contest is only open to professional photographers. Every entrant needs to provide a valid document that proves their current professional status. Examples of documents that count as proof include, but are not limited to:
 - a recent letter of reference (must be from 2018 or 2019) from a photo agency, photo editor, media organization or publication;
 - OR
 - membership document from a recognized photographic association that show photographer is a professional member;
 - OR
 - at least 1 tearsheet showing your picture/s from 2019 or 2018, with your name visible as credit, in either online or print format from a recognized media organization or publication;
 - OR
 - journalism union membership card;
 - OR
 - press card.

The organization reserves the right to ask for additional information to help clarify the entrant's professional status.

2. Team entries of two or more photographers are allowed. Per team member proof of professional status must be provided.
3. The photographer(s) must be the author(s) of the pictures submitted in his/her/their name.
4. The photographer(s), or the agent or representative entering on their behalf, must be the copyright holder(s) or have been authorized by the copyright holder(s) to submit the pictures.
5. A picture can only be entered once, either as a single picture or as part of a story, or as part of a body of work in Long-Term Projects. Pictures submitted more than once will be removed from the contest.
6. Pictures can be submitted whether or not they have been published.
7. We will use winning images for the production of our book and exhibition. Pictures must meet the following specifications:

- Upload images with the original pixel size (unless cropped). Do not scale and do not change the resolution.
 - ICC profile must be embedded. AdobeRGB, sRGB or grayscale Gamma 2.2 are recommended. No CMYK.
 - Must be uploaded in JPEG format with high quality compression. We will use winning images for high quality reproduction.
8. Pictures must not show the name of the photographer, agency, or publication, or any other information (these details can be included in the metadata of the pictures but must not be visible on the picture itself).
 9. Pictures taken at restricted events (that is, events where only photographers commissioned by those organising the event, for example governments, political parties or corporations have access), are not accepted.
 10. All pictures must have accurate captions, written in English only, and contain all the information described in the [guidance on captions](#).
 11. Only single exposure and single frame pictures will be accepted. The following are not accepted:
 - Multiple exposures, polyptychs (diptychs, triptychs, and so forth).
 - Stitched panoramas, either produced in-camera or with image editing software.
 12. The content of a picture must not be altered by adding, rearranging, reversing, distorting or removing people and/or objects from within the frame. There are two exceptions:
 - (i) Cropping that removes extraneous details is permitted;
 - (ii) Removing sensor dust or scratches on scans of negatives is permitted.
 [See the [guidance on what counts as manipulation](#) for details on what is, or is not, acceptable].
 13. Adjustments of color or conversion to grayscale that do not alter content are permitted, with two exceptions:
 - (i) Changes in color may not result in significant changes in hue, to such an extent that the processed colors diverge from the original colors.
 - (ii) Changes in density, contrast, color and/or saturation levels that significantly alter content by obscuring or eliminating information in the picture are not permitted. The jury determines which changes are significant, following [the video guidance on what counts as manipulation](#).
 14. Participants must provide file(s) as recorded by the camera for all images that proceed to the final stages of the contest. These file(s) will be requested and studied confidentially between 20 January - 8 February 2020. Failure to provide these files when requested will lead to the exclusion of the entry.
 15. Entries must be submitted via the official contest platform. Entries sent in other ways will not be accepted.
 16. The deadline for requesting a username and password to the entry website is 9 January 2020, 12.00 (noon) Central European Time. The closing date for submitting

entries to the 2020 Contest is 14 January 2020, 12.00 (noon) Central European Time.

17. Copyright holders retain copyright of their work. For awarded pictures, copyright holders grant the World Press Photo Foundation unlimited non-exclusive use of high-resolution pictures for activities in all media, including social media, online and print, in relation to the contest, the exhibition, the yearbook, the public archive, and all promotional and educational activities for and under the auspices of the World Press Photo Foundation, without any remuneration being due.
18. For all pictures except awarded pictures, copyright holders grant the World Press Photo Foundation non-exclusive use of low-resolution pictures in a non-public archive for its educational and research activities, without any remuneration being due.
19. The copyright holders represent and warrant that submission of the pictures does not breach any law, and further that no third party can hold any claims or any objections regarding the rights granted to the World Press Photo Foundation specified in articles 16 and 17. The copyright holders will hold the World Press Photo Foundation harmless of any claims from third parties related hereto.
20. The Entry Rules and any dispute, proceedings or claim of whatever nature arising out of or in any way relating to the Entry Rules (including any non-contractual disputes or claims), shall be governed by Dutch law.
21. Any dispute arising from the Entry Rules (whether contractual or non-contractual) shall be decided solely and exclusively by the competent court of Amsterdam.
22. The conditions set out in the Entry Rules are binding, and the World Press Photo Foundation reserves the right to refuse or exclude any entry at its own discretion.

F - CATEGORIES

All submitted pictures are to be entered in one of the following categories:

Contemporary Issues

Single pictures or stories documenting cultural, political or social issues affecting individuals or societies.

- All pictures entered to the singles category must have been shot in 2019.
- All pictures entered to the stories category must have been shot in 2018 or 2019. At least one picture in a story must have been shot in 2019 or first published in 2019.
- Stories can contain between 2 and 10 pictures.
- All pictures (single pictures and pictures within stories) that were shot in 2019 will be eligible for the Photo of the Year award.
- All stories will be eligible for the Story of the Year award.

Environment

Single pictures or stories documenting human impact, positive or negative, on the environment.

- All pictures entered to the singles category must have been shot in 2019.
- All pictures entered to the stories category must have been shot in 2018 or 2019. At least one picture in a story must have been shot in 2019 or first published in 2019.
- Stories can contain between 2 and 10 pictures.
- All pictures (single pictures and pictures within stories) that were shot in 2019 will be eligible for the Photo of the Year award.
- All stories will be eligible for the Story of the Year award.

General News

Single pictures or stories reporting on news topics and their aftermaths.

- All pictures entered to the singles and stories category must have been shot in 2019.
- Story entries can contain between 2 and 10 pictures.
- All pictures (single pictures and pictures within stories) will be eligible for the Photo of the Year award.
- All stories will be eligible for the Story of the Year award.

Long-Term Projects

A project on a single theme that has been shot over at least three different years.

- Entries can contain between 24 and 30 pictures.
- An entry must contain pictures from at least three different years, and a minimum of four pictures must have been shot in 2019.
- All pictures shot in 2019 will be eligible for the Photo of the Year award.
- All stories will be eligible for the Story of the Year award.

Nature

Single pictures or stories showing flora, fauna and landscapes in their natural state.

- All pictures entered to the singles category must have been shot in 2019.
- All pictures entered to the stories category must have been shot in 2018 or 2019. At least one picture in a story must have been shot in 2019 or first published in 2019.
- Stories can contain between 2 and 10 pictures.
- All pictures (single pictures and pictures within stories) that were shot in 2019 will be eligible for the Photo of the Year award.
- All stories will be eligible for the Story of the Year award.

Portraits

Single pictures or stories of individuals or groups either in observed or posed portraits.

- All pictures entered to the singles category must have been shot in 2019.
- All pictures entered to the stories category must have been shot in 2018 or 2019. At least one picture in a story must have been shot in 2019 or first published in 2019.
- Stories can contain between 2 and 10 pictures.
- All pictures (single pictures and pictures within stories) that were shot in 2019 will be eligible for the Photo of the Year award.
- All stories will be eligible for the Story of the Year award.

Sports

Single pictures, stories or portfolios that capture individual or team sports.

- All pictures entered to the singles and stories category must have been shot in 2019.
- Story entries can contain between 2 and 10 pictures.
- All pictures (single pictures and pictures within stories) will be eligible for the Photo of the Year award.
- All stories will be eligible for the Story of the Year award.

Spot News

Single pictures or stories witnessing news moments or immediate events.

- All pictures entered to the singles and stories category must have been shot in 2019.
- Story entries can contain between 2 and 10 pictures.
- All pictures (single pictures and pictures within stories) will be eligible for the Photo of the Year award.
- All stories will be eligible for the Story of the Year award.

G - JUDGING ROUNDS

The contest has six voting rounds: the first, second, third, fourth and fifth rounds and the finals.

(i) Specific responsibilities for each jury

Each of the juries is assigned a specific responsibility in this process:

- a) The News & Documentary Jury will judge the first two rounds of the categories Contemporary Issues (CI and CIS), General News (GN and GNS), and Spot News (SN and SNS) and the first three rounds of the category Long-Term Projects (LTP).
- b) The Nature & Environment Jury will judge the first rounds of the categories Nature and Environment (EN, ENS, NA and NAS) until 12 entries are left in contest. The jury will end in defining their top three as input to be passed on to the General Jury for consideration.
- c) The Portraits Jury will judge the first rounds of the Portraits category (PO and POS) until 12 entries are left in contest. The jury will round up after defining their top three as input to be passed on to the General Jury for consideration.
- d) The Sports Jury will judge the first rounds of the Sports category (SP and SPS) until 12 entries are left in contest. The jury will round up after defining their top three as input to be passed on to the General Jury for consideration.
- e) The General Jury will judge Contemporary Issues (CI and CIS), General News (GN and GNS), Long-Term Projects (LTP) and Spot News (SN and SNS) as of the third round, as well as Environment (EN and ENS), Nature (NA and NAS), Portraits (PO and POS) and Sports (SP and SPS) as of the fourth round, until the winners are chosen.
- f) Pictures voted out by the specialized juries cannot be reintroduced by the General Jury.
- g) To allow singles to be selected from stories voted out, stories will be judged first.

(ii) Round: 1

Categories: all

Jury: News & Documentary Jury (CI/CIS/LTP/GN/GNS/SN/SNS)

Nature & Environment Jury (EN/ENS/NA/NAS)

Portraits Jury (PO/POS)

Sports Jury (SP/SPS)

- a) In the first round of each category, the juries judge every single or story in the category it was originally entered in.
- b) An entry needs at least 1 vote in order to remain in the contest.
- c) At this stage caption information is not consulted.
- d) At this stage entries may not be transferred to a different category.
- e) At this stage, if a juror wants to promote an individual picture from a story to the next round, the whole story will be promoted.
- f) At the end of the round each jury member may re-introduce any single or story that has not been promoted into the next round.

(iv) Round: 2

Categories: CI/CIS/GN/GNS/LTP/SN/SNS

Jury: News & Documentary Jury

- a) If the number of pictures remaining allows so, the chairs or secretaries may propose a preview of the entries still in contest.
- b) Voting will be done anonymously.
- c) An entry needs at least 3 votes in order to remain in contest.
- d) The jury can request information concerning the who, what, when, where and why in a single or story.
- e) At this stage entries may not be transferred to a different category.
- f) Singles selection: if a story in Contemporary Issues, General News or Spot News has been voted out, single images from stories can be promoted into the singles of that same category with a single vote.

For LTP, images can be transferred to Contemporary Issues Singles with 3 votes and to General News Singles or Spot News Singles with 2 votes and will go directly to the second round of those categories. A transfer to the specialized categories Environment, Nature, Portraits and Sports is not possible at this point of the judging as the specialized juries are judging simultaneously. In later rounds, the General Jury will be able to transfer pictures to these categories if they see fit.

- g) At the end of the round each jury member may propose to re-introduce one single or story that has not been promoted on to the next round. Re-introduction requires at least 3 votes.
- h) At the end of the second round a minimum of 30 and a maximum of 45 entries must remain in contest.

NOTE: All entries that proceed to the final stages of the contest will be checked for compliance with the entry rules and will also be contacted and required to provide file(s) as recorded by the camera for their entry. These file(s) will be requested and studied confidentially between 20 January - 8 February 2020. Failure to provide these files when requested will lead to the exclusion of the entry.

(v) Round: 2

Categories: EN/ENS/NA/NAS/PO/POS/SP/SPS

Jury: Environment & Nature Jury (EN/ENS/NA/NAS)

Portraits Jury (PO/POS)

Sports Jury (SP/SPS)

- a) If the number of pictures remaining allows so, the chair or secretary may propose a preview of the entries still in contest.
- b) An entry needs at least 2 votes in order to remain in contest.
- c) The jury can request information concerning the who, what, when, where and why in a single or story.
- d) At this stage entries may not be transferred to a different category.
- e) If a story has been voted out, single images from stories can be promoted into the singles of that same category with a single vote.
- f) At the end of the round each jury member may propose to re-introduce one single or story that has not been promoted on to the next round. Re-introduction requires at least 2 votes.

(vi) Round: 3

Categories: LTP (News & Documentary Jury)

Categories: CI/CIS/GN/GNS/SN/SNS (General Jury)

- a) If the number of pictures remaining allows so, the chair or secretary may propose a preview of the entries still in the contest.
- b) Voting will be done anonymously.
- c) An entry needs at least 4 votes in order to remain in contest.
- d) Brief descriptions of the who, what, when, where and why in the single or story will be read out. Please note: these are not always the exact text from the captions that were entered but, where necessary, an edit by World Press Photo based on the entered caption that summarizes the basic information necessary for good journalism to facilitate a clear and fair judging process.
- e) Transferring material to Contemporary Issues, General News or Spot News requires 4 votes if the 3rd round of that category has not taken place yet and 5 votes if the 3rd round has already taken place. Once transfers are made, the entry will be voted on in the upcoming round of the category they have been transferred to.

Transferring material to any of the Environment, Nature, People or Sports categories, requires a supermajority and must include the vote of the chair of the specialized jury.

- i) Singles selection: if a story in Contemporary Issues, General News Stories or Spot News Stories has been voted out, single images from stories can be promoted into the singles of that same category with 4 votes.

For LTP, images can be transferred to Contemporary Issues Singles with 3 votes and to General News Singles or Spot News Singles with 2 votes and will go directly to the second round of those categories. A transfer to the specialized categories Environment, Nature, Portraits and Sports is not possible at this point of the judging as the specialized juries are judging simultaneously. In later rounds, the General Jury will be able to transfer pictures to these categories if they see fit.

- f) At the end of the round each jury member may propose to re-introduce one single or story that has not been promoted on to the next round. Re-introduction requires at least 4 votes.
- g) For LTP only: at the end of the third round a minimum of 9 and a maximum of 12 entries must remain in contest.

(vii) Round: 3

Categories: Nature & Environment Jury (EN/ENS/NA/NAS)

Portraits Jury (PO/POS)

Sports Jury (SP/SPS)

- a) If the number of pictures remaining allows so, the chair or secretaries may propose a preview of the entries still in the contest.
- b) An entry needs at least 2 votes in order to remain in the contest.
- c) The who, what, when, where and why in a single or story will be read out. Please note: the information that will be read out is dependent on the entered caption information and has not been edited yet.
- d) Singles and stories can be transferred to the second round of a non-specialized category (except Long-Term Projects). This transfer requires 1 vote. Between the specialized categories (Environment, Nature, Portraits, Sports) only 1 image and / or story per category can be transferred. This transfer requires unanimous voting. Once transfers are made, the entry will be voted on in the upcoming round of the category they have been transferred to.
- e) If a story has been voted out, single images from stories can be promoted into the singles of that same category with 2 votes.
- f) At the end of the round each jury member may propose to re-introduce one story or single that has not been promoted to the next round. Re-introduction requires at least 2 votes.
- g) At the end of the third round 12 entries in each category must remain in contest. The jury will round up after defining their top three as input to be passed on to the General Jury for consideration.

NOTE: All entries that proceed to the final stages of the contest will be checked for compliance with the entry rules and will also be contacted and required to provide file(s) as recorded by the camera for their entry. These file(s) will be requested and studied confidentially between 20 January and 8 February 2020. Failure to provide these files when requested will lead to the exclusion of the entry.

(viii) Round: 4

Categories: all

Jury: General Jury

If the number of pictures remaining allows so, the chair or secretary may propose a preview of the entries still in contest.

Voting will be done anonymously.

In the fourth round the jury will alternate between negative and positive voting – starting with a round of negative voting.

Negative voting means it requires 5 votes from the jury to take an entry out of the contest. Positive voting means it requires 5 votes from the jury to keep an entry in the contest.

Compact descriptions of the who, what, when, where and why in a single or story are available and can be requested by the jury at any time.

At the end of the fourth round a minimum of 8 or a maximum of 9 entries per category need to remain in contest.

If after the round of negative voting a minimum of 8 or a maximum of 9 entries remain, the fourth round is finished. If less than 8 entries remain, the jury will revert to a round of positive voting on only those entries taken out of contest by the previous round of negative voting. If more than 9 entries remain, the jury will revert to a positive vote on these entries still in contest.

If after the round of positive voting a minimum of 8 or a maximum of 9 entries remain, the fourth round is finished. If less than 8 entries remain, the jury will revert to a round of negative voting on only those entries taken out of contest by the previous round of positive voting. If more than 9 entries remain, the jury will revert to a negative vote on these entries still in contest.

If after the round of negative voting a minimum of 8 or a maximum of 9 entries remain, the fourth round is finished. If less than 8 or more than 9 entries remain, the jury will follow the same alternating procedure of positive and negative voting until a minimum of 8 or a maximum of 9 entries remain.

The jury may transfer material to a different category. The number of votes required for a transfer to Contemporary Issues (CI and CIS), General News (GN and GNS) and Spot News (SN and SNS) is 5 positive votes. If necessary, at the end of this round any of those categories containing less than 8 or more than 9 entries will undergo a round of negative voting and follow the process described under e) to be brought down to a minimum of 8 or a maximum of 9 entries.

Transferring material to any of the Environment, Nature, People or Sports categories, requires a supermajority and must include the vote of the chair of the

specialized jury. If necessary, at the end of this round any of those categories containing less than 8 or more than 9 entries will undergo a round of negative voting and follow the process described under e) to be brought down to a minimum of 8 or a maximum of 9 entries.

If a story has been voted out, each jury member may nominate one picture from the story to be entered into the singles section of that same category. This takes 5 votes for the categories Contemporary Issues (CI and CIS), General News (GN and GNS) and Spot News (SN and SNS). Single selection in the Environment, Nature, Portraits or Sports categories requires a supermajority and must include the vote of the chair of the specialized jury.

At the end of the round each jury member may propose to re-introduce one story or single that has not been promoted to the next round. Re-introduction requires at least 5 votes.

(x) Round: 5 (preparation for finals)

Categories: all

Jury: General Jury

The goal of this round is to have 3 entries to start the final round. This preparation round only needs to take place if there are less or more than 3 entries per category.

- (a) The goal of this preparation round before the finals is to have 3 entries per category to start the final round. This preparation round only needs to take place if there are less or more than 3 entries in a category.
- (b) If the number of pictures remaining allows so, the chair or secretary may propose a preview of the entries still in contest.
- (c) If more than 3 entries remain in the contest at the beginning of the fifth round, the jury will use the same positive/negative voting method as in the fourth round – starting with a round of positive voting.
- (d) If less than 3 entries remain in the contest at the beginning of the fifth round, the jury will try to transfer entries from other categories that still contain more than 3 entries (preferred). If this is not possible for any reason, then the jury can re-enter the fourth round and select entries from the fourth round that previously had not been promoted.
- (e) Brief descriptions of the who, what, when, where and why in the single or story are available and can be requested by the jury at any time. Please note: these are not always the exact text from the captions that were entered but, where necessary, an edit by World Press Photo based on the entered caption that summarizes the basic information necessary for good journalism to facilitate a clear and fair judging process.
- (f) The jury may transfer material to a different category. The number of votes required for a transfer to Contemporary Issues (CI and CIS), General News (GN and GNS) and Spot News (SN and SNS) is 5 positive votes.
- (g) Transferring material to any of the Environment, Nature, Portraits or Sports categories, requires a supermajority and must include the vote of the chair of the specialized jury.
- (h) If a story has been voted out, each jury member may nominate one picture from the story to be entered into the singles section of that same category. This takes 5 votes for the categories Contemporary Issues (CI and CIS), General News (GN and GNS) and Spot News (SN and SNS). Single selection in the Environment, Nature, Portraits or Sports categories requires a supermajority and must include the vote of the chair of the specialized jury.
- (i) No re-introductions are allowed at the end of this preparation round for the finals.

(xi) Round: 6 (finals)

Categories: all

Jury: General Jury

- a) The goal of the finals is to order the 3 finalists. In each category, a first, second and third prize must be chosen for both singles and stories.
- b) All finalists are presented to the jury with a time allowance to discuss the choices made and to check whether themes and quality of finalists are in balance.
- c) Each jury member may propose to re-introduce one story or single that has not been promoted to the finals. Re-introduction requires at least 5 votes.
- d) The jury may transfer entries to a different category for which the final vote has not yet taken place. A transfer requires at least 5 votes.
- e) If a story has been voted out, each jury member may nominate one picture image from the story to be entered into the singles of that same category. Since all categories are in the final stage, single selection requires at least 5 votes.
- f) For each category the jury must allocate 10 points to the three prizewinning entries. The first prize may be given no more than 7 points and the second prize may be given no more than 4 points. Therefore the following combinations are possible (in any order):
 - 7 3 0
 - 7 2 1
 - 6 4 0
 - 6 3 1
 - 6 2 2
 - 5 4 1
 - 5 3 2
 - 4 4 2
 - 4 3 3
- g) During the written ballots the jury members are not permitted to discuss their votes.
- h) The secretary of the jury will collect the ballot papers for counting and registration and declare the results to the jury.
- i) In the case of two or more winning finalists receiving the same number of votes, a written ballot between the equal finalists will take place. Should they receive the same number of votes again, the chair will cast a deciding vote.
- j) The reversal of the jury's decisions in the final round of a category can only occur by unanimous decision of the jury in a written secret ballot.

- (k) To remember: The winners of the photo contest will be announced in two stages. First of all, nominees of all categories (the three winners but without allocation of first/second/third prize) will be announced on 25 February 2020, along with six nominees for the World Press Photo of the Year and three nominees for World Press Photo Story of the Year. The winners of the first, second and third prize in each category and the World Press Photo of the Year will be announced on 16 April 2020.

H - WORLD PRESS PHOTO STORY OF THE YEAR

The World Press Photo Story of the Year award honors the photographer whose visual creativity and skills produced a story with excellent editing and sequencing that captures or represents an event or issue of great journalistic importance in that year.

Criteria:

- Represents an event or issue of great journalistic importance in that year
- Visual creativity and skills
- Editing and sequencing

The World Press Photo Story of the Year is decided according to the following process:

- A. Jurors will vote for the World Press Photo Story of the Year and the World Press Photo of the Year in the same session with the shortlists for both awards considered at the same time. The results of the votes for each award will be concluded together.
- B. Jurors are first presented with the eligible stories.
- C. The total number of eligible stories is reduced to 3 stories through a series of voting rounds requiring 5 votes to keep pictures in the contest, followed by a voting round requiring 5 votes to eliminate pictures from the contest.
- D. The last three stories will be the three official nominees for WPP Story of the Year that will be presented to the public on 25 February. Together with the nominees for Photo of the Year, these three nominees for WPP Story of the Year will be the focus of media attention until the winners of the WPP Photo and Story of the Year will be announced on 16 April. The nominees will also be featured in the awards ceremony before the winners are announced.
- E. These positive/negative voting rounds will be repeated until no more than two stories remain in the contest.
- F. The final vote will be done by written, secret ballot.
- G. The final vote requires two stories remain in the contest.
- H. Each member of the jury can only vote for one of the two remaining stories.
- I. The World Press Photo Story of the Year award requires a supermajority of 5 votes.
- J. The jury will deliberate and, if needed, successive secret ballots will be held until 5 votes are cast for one of the two pictures under consideration.
- K. After the results of the votes for Photo of the Year and Story of the Year have been announced, the vote can be reopened with a unanimous vote of the jury. In this case, the judging needs to be restarted with the selection of the previous stage (the last selection done before the final selection) and be revoted on again according to procedure.

I - WORLD PRESS PHOTO OF THE YEAR

The World Press Photo of the Year award honors the photographer whose visual creativity and skills made a picture that captures or represents an event or issue of great journalistic importance in that year.

Criteria:

- Represents an event or issue of great journalistic importance in that year
- Visual creativity and skills

The World Press Photo of the Year is decided according to the following process:

- A. Jurors will vote for the World Press Photo Story of the Year and the World Press Photo of the Year in the same session with the shortlists for both awards considered at the same time. The results of the votes for each award will be concluded together.
- B. Jurors are presented with the eligible pictures.
- C. The total number of eligible pictures is reduced to 6 pictures through a series of voting rounds requiring 5 votes to keep pictures in the contest, followed by a voting round requiring 5 votes to eliminate pictures from the contest. This vote can be done by show of hands.
- D. The last six pictures will be the six official nominees for WPP of the Year that will be presented to the public on 25 February. These six nominees for WPP of the Year will be the focus of media attention until the winner of the WPP of the Year will be announced on 16 April. The six nominees will also be featured in the awards ceremony before the winner is announced.
- E. These positive/negative voting rounds will be repeated until no more than two pictures remain in the contest.
- F. The final vote will be done by written, secret ballot.
- G. The final vote requires two pictures remain in the contest.
- H. Each member of the jury can only vote for one of the two remaining pictures.
- I. The World Press Photo of the Year award requires a supermajority of 5 votes.
- J. The jury will deliberate and, if needed, successive secret ballots will be held until 5 votes are cast for one of the two pictures under consideration.
- K. After the results of the votes for Photo of the Year and Story of the Year have been announced, the vote can be reopened with a unanimous vote of the jury. In this case, the judging needs to be restarted with the selection of the previous stage (the last selection done before the final selection) and be revoted on again according to procedure.

J - VERIFICATION PROCESS

The World Press Photo Contest has a verification process with four elements to ensure compliance with its code of ethics and entry rules.

(i) Entry checks

Entry rule 11 states the contest is for single frame, single exposure pictures. This means multiple exposures, polyptychs (diptychs, triptychs, etc.), stitched panoramas (either produced in-camera or with image editing software), and pictures with text added within the frame, are not eligible. These entries that are not eligible are removed from the contest.

(ii) Manipulation review

Entry rule 12 states “the content of a picture must not be altered by adding, rearranging, reversing, distorting or removing people and/or objects from within the frame.”

There are two exceptions to this: (i) cropping that removes extraneous details is permitted; (ii) sensor dust or scratches on scans of negatives can be removed.

The process for ensuring compliance with this rule takes place in the later rounds of the judging. Entrants whose pictures remain in the contest and are eligible to progress are contacted before the final rounds and required to provide the file as recorded by the camera. These files could be:

- RAW file(s)
- Full format JPEG file(s). These must be as delivered by the camera, and provided in a series showing at least three frames before and after the contest entry
- For smartphones, the image captured with the built-in, stock camera app, emailed from the phone
- Scans of film negative(s), provided as a contact sheet to show a series of at least three frames before and after the contest entry

Failure to provide these files will lead to the elimination of the entry, making it ineligible for the final round and a possible award.

Two independent digital analysts compare original files with contest entries to determine whether the content of any picture (either a single picture or frame in a story) has been altered.

The exact process of the manipulation review for the jury is detailed in appendix 3.

(iii) Fact checks

During the judging process an independent analyst will check the context in which each remaining image or story was produced, distributed and/or published.

Entry rule 10 states “all pictures must have accurate captions,” and the guidance on captions (see Appendix 1) details what information must be provided in them.

The process for ensuring compliance with this rule take place after the jury decides on the prize winners. An independent fact-checking team will review all captions to verify the completeness and accuracy of the information given. They will also examine the metadata in the picture files. If required information is missing or incorrect, photographers will be contacted and asked to provide the correct information in the five days between the jury’s decision and the public announcement of the winners.

The fact-checking process will be where clause 2 of the code of ethics (that entrants “must not intentionally contribute to, or alter, the scene they picture by re-enacting or staging events”) is handled. Captions must explain the circumstances in which a photograph was taken. If the photographer influenced the scene in any way, or gave directions to a subject to pose in any way for a portrait, this must be disclosed in the caption.

(iv) Story text

Once the jury has selected the nominees, the World Press Photo Foundation will deploy a research team to gather background information on each image and story. While we rely on the photographers for the basic captions, which are lightly edited for accuracy and clarity, we often need additional information. This is so we can provide - in the yearbook, exhibition and on the website - the full story that gives the context for each image and story. The foundation is responsible for the content of this text.

(v) Process for issues arising after a nomination or award is made

From the conclusion of the 2020 Photo Contest onwards, if, at any time after a nominee or award is announced, an entry is alleged to have broken one or more of the entry rules, or contravened the code of ethics, or an entrant has allegedly engaged in discrimination or harrasment, the allegation will be considered.

The process for determining the status of a nomination or award in these circumstances is as follows:

- (i) The allegations must be presented to the World Press Photo Foundation, in the person of the Managing Director, in a written statement containing supporting evidence. The Managing Director can seek legal and other advice, and will determine whether the allegation warrants either an investigation or a decision. The World Press Photo Foundation, in the person of the Managing Director, can also initiate an investigation.

- (ii) If an investigation is considered necessary by the World Press Photo Foundation, the foundation will convene an independent fact-checking team and ask it to conduct an investigation of those allegations, and present the foundation, in the person of the Managing Director, a written report.
- (iii) A post-award review panel will be convened, comprising of three members - the Managing Director of the World Press Photo Foundation, the chair of the General Jury (for Contemporary Issues, General News, Long-Term Projects or Spot News) or the chair of one of the specialised juries (for the categories Environment, Nature, Sports or Portraits) and Ebba Hoogenraad, lawyer and former member of the Supervisory Board of WPPF, to review the fact-checking report.
- (iv) The post-award review panel must reach a unanimous decision on whether or not the entry should be disqualified.
- (v) In the event the post-award review panel cannot reach a unanimous decision, the World Press Photo Foundation, in the person of the Managing Director, will decide whether or not the entry should be disqualified.
- (vi) Once a decision has been reached, the World Press Photo Foundation will publish a statement on the investigation and the decision.

If a nominee or winner is disqualified, the award will be revoked and the pictures will be removed from the World Press Photo website and if applicable from other output.

APPENDIX 1 - CAPTION GUIDANCE

Jurors should be aware that entrants are required to provide accurate captions.

This is the guidance provided to entrants on what information has to be in a caption:

Captions must be accurate and answer the basic questions of good journalism. They must be written in English only.

The first part of the caption must:

- Describe who is in the photograph and what is going on within the photo.
- Name the city, region or state, and country where the picture was made.
- Provide the date the photo was made.
- Captions must give attribution for action not seen (e.g., the scene of the accident where more than 10 died, according to police).

The second part of the caption is used to give context to the news event or describe why the photo is significant. Any information that is included must be sourced.

The final part must explain the circumstances in which a photograph was taken. If the photographer influenced the scene in any way, or gave directions to a subject to pose in any way for a portrait, this must be disclosed.

APPENDIX 2 - MANIPULATION GUIDANCE

Many things can count as manipulation in photography, but for the World Press Photo Contest, the Code of Ethics and Entry Rules focus on two important issues. Entrants are advised about these criteria when they submit their pictures.

1. The first thing that counts as manipulation is staging or re-enacting events.

The Code of Ethics says photographers must not intentionally contribute to, or alter, the scene they picture by re-enacting or staging events.

- Staging means deliberately arranging something in order to mislead the audience.
- Deliberately arranging something includes setting up a scene or re-enacting a scene.
- Setting up or re-enacting a scene means asking the subject(s) to do things they would not ordinarily do, or asking them to repeat things they were doing prior to the photographer's arrival.

Staging and re-enacting are different from posing for portraits. Portraits are a special genre of photography. They are made through a relationship between the subject and the photographer in which the subject poses for the photographer. However, for the contest, portraits must not present subjects doing things they would not ordinarily do. Portraits must not mislead viewers by faking a scene, meaning they can not present scenes that appear as something other than they are.

For any portrait – either in the Portraits category, or as a single frame in a story - directions given to a subject must be disclosed in the caption.

Portraits are subject to the rules on manipulation, and the jury determines whether changes to the content of a portrait constitute manipulation. This means, for example, the face and body of the subject(s) can not be altered through the addition or removal of physical marks.

2. The second thing that counts as manipulation is adding or removing content from the image.

It is important to stress that processing by itself is not manipulation. Because of this, entry rule 13 states “adjustments of color or conversion to grayscale that do not alter content are permitted.”

Visual examples are provided on the website.

There are two types of color adjustment that count as manipulation:

- (i) Changes in color may not result in significant changes in hue, to such an extent that the processed colors diverge from the original colors.
- (ii) Changes in density, contrast, color and/or saturation levels that significantly alter content by obscuring or eliminating elements in the picture are not permitted. The jury determines

which changes are significant, following the video guidance (below) on what counts as manipulation.

Visual examples are provided on the website.

Altering the content of a picture by “adding, rearranging, reversing, distorting or removing people and/or objects from within the frame” is manipulation and makes an entry ineligible for the final round.

The examples given here come from alterations in previous contests.

They do not specify every imaginable form of manipulation.

Alterations that count as manipulation include, but are not limited to, the following.

It is not acceptable to remove things such as:

- physical marks on body
- small objects in the picture
- reflected light spots
- shadows
- extraneous items on picture’s border that could not be removed by crop

Visual examples are provided on the website.

It is not acceptable to add things by:

- cloning in highlights, enhancing body, or costume size
- painting in object details
- photo montage
- replicating material on the border of a picture to make a neat crop possible.

Visual examples are provided on the website.

3. The consequences of detecting manipulation in an entry.

When changes that break Rule 12 are found, both the contest entry in which manipulation is detected, and, if applicable, all other entries from that photographer will be excluded. When changes that break Rule 13 are found, the contest entry in which manipulation is detected will be excluded. If that picture is part of a story other pictures in the story that are free from manipulation can be transferred to a singles category if the jury so decides.

APPENDIX 3 - MANIPULATION REVIEW

- a) For 2020, the manipulation review will be conducted by two independent forensic analysts retained by the World Press Photo Foundation: Martin van Zwol, who is a digital artist, photographer and retoucher; and Peter Lipton, who is an expert in photographic post-production, as well as a freelance photographer and photo editor. Professor Hany Farid (Department of Computer Science, Dartmouth University, USA, and the leading authority on digital forensics and image analysis) is available to the foundation for technical advice on particular cases when required.
- b) The workflow of the analysts is described on the World Press Photo website (<http://www.worldpressphoto.org/activities/photo-contest/verification-process/how-is-manipulation-detected>).
- c) After following the workflow, the analysts present a technical report to the jury identifying which, if any, pictures have had content altered, noting the details of the alterations.
- d) Entrants whose work has been identified during the verification process as having content altered according to entry rule 13 will be contacted before the jury makes a final decision. Entrants will have 24 hours to respond after they have been contacted.
- e) In the case of those entries where the technical report has identified manipulation through the addition or removal of content, entry rule 12 has been breached and the entries are excluded from the contest. If the jury wants to open a discussion about the exclusions that needs a unanimous vote. If the jury wants to reject any of the exclusions and keep them in the contest that needs a unanimous vote to overturn the exclusion of each individual entry the jury wishes to keep in the contest.

Entry rule 12. The content of a picture must not be altered by adding, rearranging, reversing, distorting or removing people and/or objects from within the frame.

There are two exceptions:

(i) Cropping that removes extraneous details is permitted;

(ii) Removing sensor dust or scratches on scans of negatives is permitted .

- f) In the case of those entries where the technical report has identified manipulation through changes in density, contrast, color and/or saturation levels that alter content by obscuring or eliminating backgrounds, and/or objects or people in the background of the picture, the secretary will table a series of individual motions to exclude those entries from the contest for breaching entry rule 12. Each of those motions will be voted on by the jury, with a majority of 5 votes required to confirm exclusion.

Entry rule 12. Adjustments of color or conversion to grayscale that do not alter content are permitted, with two exceptions:

(i) Changes in color may not result in significant changes in hue, to such an extent that the processed colors diverge from the original colors.

(ii) Changes in density, contrast, color and/or saturation levels that significantly alter content by obscuring or eliminating information in the picture are not permitted. The jury determines which changes are significant, following the online video guidance on what counts as manipulation.