How to Photograph Artwork

1-Clean Your Lens
Do this whether you are using a smartphone or camera.

Use a soft cloth to wipe your lens clean from fingerprints, dust, or smudges. No matter how great your photo is, if your lens is dirty your photo won't be clear.

2- Neutral Backdrop
Busy or cluttered backdrops detract from the artwork.

Use a wall, floor, table, hang up a sheet (make sure it’s smooth-no wrinkles), or use butcher paper. Choose a neutral color like white, ivory, beige, tan, or gray.

3- Natural Light
Shoot during the day, NO FLASH. Night shots should only be taken if you have access to lighting equipment.

Shoot by a large window if you’re inside, or in open shade if you’re outside. The light source should be off to the side, not behind the artwork and not behind the photographer.

4- Camera is Parallel and Level to the Artwork
To prevent distortion as much as possible, avoid taking photos at different angles.

Hold the camera at the center of the artwork, move close so that the art fills the camera frame. The lens of your camera should be at the same angle as the artwork.

5- Minimal Editing
NO FILTERS!

Make sure your image is in focus and then edit for white balance to make sure that the colors in your picture look as close to the artwork as possible.

Other Resources:
How to photograph with your iPhone
More in-depth instruction