

# Submission Guidelines

<b>PHOTOGRAPHY</b>		
Camera	Minimum 8 Megpixels	
Capture Mode	RAW	
ISO setting	As low as possible	to avoid noise
Other precautions	Ensure camera sensor is dust free	
	Turn off automatic sharpening	
<b>EDITING</b>	Edit out unsharp or substandard images	
	Send the best of a sequence	
<b>WHAT TO SUPPLY</b>		
Stage 1	supply digital contact sheet for review	
	Check MB download limit at client end, and desired MB limit per email	
Stage 2	Processed TIFFS of selected images * see below for processing requirements	
<b>IMAGE PROCESSING</b>	<b>Minimum processing standards</b>	
	Use a colour calibrated monitor	
	Processing is best done in 16 bit	but supply in 8 bit
	Cleaning at 100%	
	Colour balanced	Make full use of the tonal range by using levels adjustment. No clipping.
	Colour corrected so that colours are neutral	Free of colour casts
<b>HIGH RES SUPPLY STANDARDS</b>	<b>What you should supply</b>	
	Minimum 24 MB Filesize (not interpolated)	
	Uncompressed TIFF	Not LZW, TIFFwith JPEG compression, or ZIP compression
	8 bit file	
	No layers, extra channels, quickmasks or other extras	Flatten and check the images before despatch
	Color space Adobe RGB 1998	
	Attached colour profile	Save image with RGB Adobe 1998 profile attached
	no sharpening	Turn automatic sharpening off in the camera
	Mac users should set Photoshop to add file extensions	Important for cross platform transfer
<b>METADATA</b>	<i>Fill out following IPTC/XML fields (use BAPLA/Pic4press panel for convenience)</i>	<i>see <a href="http://www.bapla.org.uk">www.bapla.org.uk</a> or <a href="http://www.electriclane.co.uk">www.electriclane.co.uk</a> (resources)</i>
	Image reference (Document Title)	Your picture number
	Description (caption)	Shoot name and number
	Credit	Photographer name
	Creator	Photographer name
	© Status	copyrighted
	Date created	date of shoot



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