

# Welshot Imaging Submission Guidelines

## Images from Digital Cameras

1. File size - 8 bit tiff files at native camera size i.e. do NOT interpolate/up size/resize.
2. Cameras – use a good quality camera preferably a DSLR with 6 mega pixels minimum. Compact digital cameras are generally not suitable.

## Scanned images

3. File size - Scan transparencies to produce a 50 MB tiff file when saved at 8 bit i.e. if scanning at 16 bit the file needs to be 100 MB. Save at 8 bit before submitting. Do not resize.
4. Use only high end film scanners or drum scanners. Flatbed scanners do not produce images of a sufficiently high quality. Joan at Photo Imaging offers a scanning service.

## All Digital Images

5. File names – use alphanumeric names no longer than 12 characters. You can use underscores \_ or hyphens – but do not use any special characters or spaces. Preferably use numbers incorporating your initials. Do not use the original camera file numbers.
6. Orientation – all images should be correctly orientated as portrait or landscape
7. Image quality – check and clean all images at 100%
8. Sharpening – DO NOT sharpen files at any stage, including in camera
9. Colour space – RGB files saved in profile Adobe RGB 1998
10. Channels/layers/paths – delete all before submission.
11. File information – Use the IPTC fields in Photoshop to add a caption (description) and keywords. Captions should include location, county, country (if relevant) and a brief description of the image. Keywords should include any other words which describe what can be seen in the image, but keep it simple. Include your name, contact information and copyright in the relevant boxes.
12. Submission - submit images on CD or DVD. The disc should be marked with the photographer's reference number, a disc reference number (allocated by the photographer), your name, phone number and email address and number of images on the disc. Write directly onto the disc using a CD marker pen, do NOT stick any labels on to the disc. Please Note: Do not fill up the disk to full capacity. 90% capacity is the recommended usage of the disk.

13. No borders, water marks or copyright symbols/names must be visible on the image. These must be embedded within the meta-data.
14. Include a contact sheet of all the images as a hard copy.
15. Releases – if you have signed Model Releases or Property Releases, please indicate this in the caption by adding MR or PR accordingly. Include a scan of the release which should include the image numbers. Sample releases can be downloaded from the Welshot Imaging website.
16. Selected images submitted will be represented on our website. These will be rotated from time to time.
17. Further information - if you need any further clarification please contact our Image Library Consultant Pearl Bucknall [pearl@welshotimaging.co.uk](mailto:pearl@welshotimaging.co.uk)
18. Copyright -You will retain copyright of all images held by Welshot Imaging.
19. Other Libraries - if you do not wish Welshot Imaging to submit your images to other Libraries/Agencies please include a letter to this effect with your first submission.
20. Licenses – images will be licensed through Welshot Imaging as Rights Managed. You must NOT licence the same, or very similar images as Royalty Free, nor must you submit any images to Welshot Imaging that have ever sold with a Royalty Free licence. Most microstock libraries such as iStock only use the Royalty Free licence model.
21. Send your disc to Lee Iggulden, Welshot Imaging, Office Two, Dinorwic Marina, Y Felinheli, Gwynedd, LL56 4JN
22. All images will be copied from your disk onto the Welshot Servers and the disks will be destroyed if you wish to have them returned please enclose a self addressed envelope.
23. Terms and conditions are available from Lee regarding sales/usage of your work. If you would like a copy please contact direct.

Welshot Imaging Ltd will be running “Submit YOUR work to Agencies” workshops on a regular basis. Please inform Lee if you are interested in attending. This will help you to prepare your images for Welshot and other external agencies.

Pearl Bucknall is available for one to one training at £15.00 per hour which would be at her premises in Benllech, Anglesey. This is payable direct to Pearl and would be of benefit to those who are wanting to send work to stock libraries. You can contact Pearl on 01248 851 117

**22<sup>nd</sup> February 2010**