

APL – SUBMISSION GUIDE

Submitting images to APL:

APL is always looking for new photographic talent and is happy to consider images by new photographers. If you are considering submitting images to APL, or if you are an APL photographer sending in new submissions, then please ensure that you use the following guidelines:

Format:

APL accepts both digital images and transparencies. Our preferred form of submitted imagery is digital. The images should be packaged & delivered in a way that provides them with adequate protection. All similar images should be sent in one batch wherever possible.

Copyright Information:

All submissions should be clearly labeled with the photographer Name, Code, number of submission and image numbers, for example:

Paul Wilde – PWD
Submission – 2nd Submission
Images – 93-150

If you are sending images on a CD/DVD then please ensure that this information is written on the CD.

Submission Forms:

Important: A submission form **MUST** accompany every submission to APL. These can be downloaded from the 'photographers' page on the APL website. If you do not have the facilities to download these forms, please contact us and we will be happy to send/fax/email one to you. On your submission form please clearly write the description and number of each image you are sending. And make sure that each image (transparency or digital) is clearly marked with the number it has been given on the submission form.

Captioning:

Please include accurate and descriptive caption information when filling in a submission form, including:

- Location information (country, region, city, activity details, etc.)
- Ethnicity and country of origins of all subjects
- Age of all subjects; Details of any unique photographic techniques
- Extent of any digital enhancement, retouching, or composition.
- Details of model release / property release.

1. DIGITAL SUBMISSIONS:

Please note that the following procedure is applicable to ALL digital submissions to APL by new and existing APL photographers. We will no longer be accepting high res images for the process of selection!

Initial Digital Submission:

For your first submission and all subsequent submissions to APL, we require an initial low-res CD to make a selection from. We are happy to return any CD/DVD to you but only if the correct amount for return postage is supplied.

Your initial submission should include **NO MORE THAN 100** low-res JPEGs at an approximate size of 650 x 440 pixels at 72dpi (each file should be less than 1MB).

If this is your first submission to Adams Picture Library, please include **3 high-res images** from your collection (the requirements for High-res images are listed in the 'FINAL DIGITAL SUBMISSION' section). This is for us to judge the quality of your images before we decide whether to accept them.

If this is your first submission you will need to indicate whether you would like to be represented as an exclusive or a non-exclusive photographer. For more information on this please visit the photographers' page of the APL website.

High Res Digital Submissions:

Once we have made a selection from your low-res submission, we will contact you to request the High-Res images. (If this is your first submission, we will provide you with a contract and a unique Photographers Code, which you will include in all future image file names. We will also send you a contract to be signed and returned to us).

File names should consist of the photographers code AND the corresponding number from the submission form, for example:

PWD-01.TIFF
PWD-02.TIFF

If your first submission consists of 100 images they should be numbered from 1 – 100. **Please DO NOT use your own numbering system.**

Your second submission will carry on chronologically from the first: If your first submission was images 1-100, your second submission will be:

PWD-101.TIFF
PWD-102.TIFF

Technical File Specifications

All images to be saved to Adobe RGB (1998) colour space at 300 DPI in Tiff format non-compressed.

- Image Compression should be set to: **None**
- Byte Order should be set to: **Macintosh**

File sizes should be no less than 30MB and they should **not** exceed 80MB
The dimensions of each image should be no less than **30 x 21cm** and should not exceed **40 x 31cm**

We strongly recommend that your digital camera be set to shoot on TIFF or RAW. Shooting with JPEG's and interpolating your files to meet our requirements can severely damage the quality of your images.

Raw images to be processed by appropriate software supplied by manufacture to achieve maximum quality, non-interpolated. N.B Raw files will generally give a small file size of approximately 9mb – 13mb, once converted to a Tiff it will give you a file size of approx 33mb. This is because a Raw file is just raw data, once you convert the data to a Tiff, it turns into pixels, therefore increases in size.

All images should be Fully Processed: Cleaned, Cropped, Photoshop guides removed, No Photoshop Layers, Masks or Channels. The 'Layers' pallet in Photoshop should only consist of a locked background image.

We do not accept any of the following:

Images in Greyscale: There is not enough information in the image to produce a sufficient high quality print. We therefore ask you if supplying black and white images to leave them in RGB format, it contains 3x the amount of information than greyscale.

Scanned images from prints: The only detail you are scanning is the quality of the paper and not the detail in the image

Interpolation: Using software to increase image files size can introduce damaging artifacts. Please let APL manage this procedure when it is needed. Neutrals, blacks, whites, greys and flesh tones should be balanced (i.e. no colour dominates another when reading RGB values, example: middle grey is 128, 128, 128) – unless it is not the intent of the original. Corrections should never be so drastic so as to produce artifacts such as Posterization or loss of detail. No detectable use of filters.

Hi Res JPEGs: We may have to make changes to the images; therefore resaving Jpegs will damage the image.

Things to consider before submitting:

No Extraneous Image Data: Your files should not contain any Photoshop Guides, Paths, Vector Masks, Extra Alpha Channels, Colour Sample Points,

Extra Layers, or Adjustment Layers.

Highlights and Shadows: Make sure to keep some detail in the highlights and shadows. Maximum black point should be 5,5,5, Maximum white point should be 250,250,250

Cropping: Crop out rebate edge on film and/or borders unless it's used for an effect. Crop image at full frame

No Interpolation: This will produce damaging artifacts. Please let APL complete this procedure when it is needed.

Cleaning: spotting and cropping must be done professionally in a non-destructive manner. Images must be dust, scratch, and damage free without any visible masking, or any apparent cleaning, spotting marks.

No Posterization: Poorly scanned, or overly manipulated, images can often display Posterization in the dark areas.

Filters: No detectable use of filters.

Do not sharpen your images

2. SUBMISSIONS OF TRANSPARENCIES:

We accept 35mm, Medium Format (6x6, 6x7, 6x4.5), Large Format (5x4, 10x8).

These will be scanned and cleaned by our digital services department.

Please note: Scanning and cleaning of film submissions will now be charged at £5.00 per image.

If you are scanning your own images, our technical requirements are:

Size – A3 (approx: 40x30cm), 50MB, 300dpi

File – Uncompressed TIFF

Colour space – Adobe RGB 1998

All dust and scratches removed

No Sharpening

All submissions should be addressed to:

Tamsyn Jarvis

Adams Picture Library

The Studio, Hillside Cottage

Hessenford

Torpoint.

Cornwall. PL11 3HH