

GUIDELINES FOR SENDING DIGITAL IMAGES



Thank you for your request for submission information. If these guidelines leave you still uncertain of any point, please don't hesitate to ask us for further clarification. If you are an existing Auscape photographer needing guidelines for digitising transparencies, please bear with the instructions to those who are approaching us for the first time and jump to the notes on TIFF files for accepted images.

Digital images shot with a digital SLR camera are acceptable from most cameras with a capability of 8 megapixels or greater. Bear in mind that images created at less than 8 megapixels will be somewhat limited in output size. These images will be suitable for most editorial uses but may not be suitable for reproduction sizes of A3 or greater. For best results, shoot RAW files and convert to TIFF format.

Generally, we prefer to receive 8-bit TIFF files at a resolution of 300dpi at a size of not less than A4. The TIFF format is considered to be the most stable for long term storage and the safest file format for your images. We convert these TIFF files to JPEG files when we send them to our clients as high resolution images (unless the client specifically asks for TIFFs – in which case we send the files on CD or by FTP).

All images that appear on our website are *low resolution* JPEGs at 100dpi . This serves three purposes: to speed up searches; reduce our storage needs; and to safeguard against unauthorised use.

Please send us CDs or DVDs, and to make the editing process easier and quicker, please include low res jpeg files. Editing a large number of TIFF images takes us a very long time.

Please note: when naming your CD or DVD, use *your* name, not ours – we get a lot of submissions called 'Auscape' and it gets quite confusing!

LOW RESOLUTION JPEG FILES for selection

- ❖ Resolution: 100 dpi
- ❖ File size: Longest side = 1200px
- ❖ Colour profile: Adobe 1998 RGB
- ❖ Compression level: Level 8
- ❖ Bit depth: 8-bit
- ❖ File information: please embed your caption into the image using Photoshop's File Info function or similar

TIFF FILES – for accepted images

- ❖ Resolution: 300 dpi
- ❖ File size: preferably A3 (29.7 x 42 cm) and never less than A4 (21 x 29.7 cm)
- ❖ Platform: please save your TIFFs for Macintosh
- ❖ Colour profile: Adobe 1998 RGB colour profile
- ❖ Bit depth: 8-bit. If you've created scans at 16-bit (recommended), please convert to 8-bit when saving.
- ❖ File information: please embed your caption into the image using Photoshop's File Info function or similar

SOME WORDS ON CAPTIONS

We can't stress enough the importance of good captions. All your images must be fully captioned. Accurate, clear captions really do help to sell images and Auscape prides itself on its detailed and accurate captions. Our caption layout follows the pattern that animal and plant pictures are captioned with name first followed by additional information, while places are captioned from the general to the particular as in the examples below. *Points with an asterisk are required fields. Some insects and invertebrates are extremely difficult to identify and if you don't know the genus or species, please try to provide the family.

1) Images of **animals**

- * Common name & Latin name incl. genus and species
- * Location
 - ▶ Indication if animal is captive or zoo animal
 - ▶ Sex of animal if known
 - ▶ Detailed description of behaviour
 - ▶ Time of year if it is important for the behaviour, such as mating or nesting

Agile Wallaby (*Macropus agilis*)
Kakadu National Park, Northern Territory, Australia
Female with three-month young

2) Images of **plants**

- * Common names & scientific name including genus and species
- * Location
 - ▶ Distribution
 - ▶ Season

Australia, Northern Territory. Kakadu National Park
East Alligator River and surrounding floodplain during monsoon inundation
December – March

3) Images of **places / environmental subjects**

- * Country
- * Region or state
- * National Park and site / Town
 - ▶ Season and year
 - ▶ Detailed description of scene or condition
 - ▶ Indication if the location is Property Released (and therefore suitable for advertising and promotional uses)

Swamp Bloodwood (*Eucalyptus ptychocarpa*)
Kakadu National Park, Northern Territory, Australia, During the
monsoon season December – March, the deep red blossoms are a source
of nectar for honeyeaters, friarbirds, lorikeets, sugar gliders and flying

4) Images of **people**

- * Activity
- * Age (5-8 yr boy / 25-30 woman etc.)
- * Location
- * Indication if the image is Model Released (and therefore suitable for advertising and promotional uses)

Woman 20-25 years bushwalking in Twin Falls Gorge
Kakadu National Park,
Northern Territory, Australia. Dry season June-October.
MR [Model released]

INITIAL SUBMISSIONS FOR REVIEW

While we welcome new photographers and always look forward to reviewing portfolios, please do not send in unsolicited material. We like to talk with you and discuss the subject matter of your images before you send them in. Auscape is always keen to take on new photographers but it is important that submissions be kept to images that we need, and that you have a good understanding of our expectations. For your first submission, we need to see 200 images. These should be representative of the general quality and subject matter of your work. You can send in the submission either as original transparencies or as a digital submission. However, we prefer to receive digital submissions on CD or DVD and not by email or FTP. If you shoot on film, please send in your original transparencies for the initial review so we can more accurately judge the image quality.

Our postal address is: Picture Editor
 Auscape International
 PO Box 1024
 Bowral, NSW 2576
 Australia

Please provide clear contact details including an email address. Once your images have been received, we will confirm their arrival. We try to review all new work within two weeks of receipt but please be patient if it takes a little longer.