

PHOTOGRAPHY GUIDELINES

A. PHOTO TIPS

Photos must be clear and sharp, and of good composition (preferably showing action; not posed).

Kodak's Top 10 Photography Tips include:

1. Look your subject in the eye
2. Use a plain background
3. Use flash outdoors
4. Move in close
5. Move it from the middle
6. Lock the focus
7. Know your flash's range
8. Watch the light
9. Take some vertical pictures
10. Be a picture director

More details on the photography tips can be found at bit.ly/2mXs9KB.

B. DIGITAL PHOTOS

- Digital images should be provided in any of the following formats: JPEG, PNG, TIFF, RAW.
- Ensure that the digital camera is set to its “highest quality” mode and the “largest size.” Do not alter the photo when sending it electronically.
- Do not crop, color correct, or sharpen photos before submitting them.
- We love choices! Send us several photos from which to choose.

C. PRINTS

- Photos sent by mail need to be properly packaged between card stock or cardboard.
- Do not use paper clips or tape on the photos.
- Place a label with the return address or any other information on the back (pencil or typed label is preferred).
- Identify photos by writing a number/letter on the label.
- Make a list of the numbers/letters and write the caption next to each number.

D. PHOTOS TAKEN WITH IPADS/IPHONES

- When sending photos from iPads or iPhones
 - Choose the photo and hit send.
 - The option to choose from several sizes should come up.

- Please choose "original" or "actual" size photo. The file should have a size that is larger than 1MB.
- Send the original or actual photo without altering it.

E. SCANNED IMAGES

- Original prints should be scanned at 300 dpi, with a minimum size of 4 x 6 inches
- Scan in CMYK mode
- JPEG (.jpg) files are acceptable if they are saved at the highest possible resolution; TIFF files are also accepted.
- E-mail scanned images to gleaner@atlanticunion.org. Identify the article to which they belong.

F. CAPTIONS

- Be sure to include a caption with each photo. Tell what is happening in the photo using a complete sentence; identify individuals from left to right with first and last names (unless photo is of a large group).

G. PHOTOGRAPHER'S CREDIT

- Send photographer's first and last name so they will receive photo credit.

H. PHOTO RELEASES

- Photo releases should be obtained when submitting photos of community members or public figures.
- Photo releases should be obtained when photos include minors, unless the church, school, or camp has a signed release already.
- Photo releases should be obtained for all professional photos.