

Digital Submission Guidelines – Quick Reference Tables

Type of edit	Initial Submission	Editor Action	Follow-up submission
slides	Transparencies with brief captions	Selections Marked “P”, slides returned to photographer	High res scans sent on CD or DVD with full caption information.
Low res	Low res (with brief captions) sent on disk or zipped and emailed (720x480 pixels or larger)	List of selects e-mailed or mailed to photographer	High res of selected images sent on CD or DVD with full caption information.
High res	Full resolution, fully captioned high res scans on CD or DVD (with folder of low res on disk as well) (External hard drives also accepted on approval)	List of accepted images emailed (or mailed)	none

	Scan	6MP dSLR	8MP dSLR	10+MP dSLR
Minimum size	8.5” on short side at 300 dpi (28MB)	8.5” on short side at 300 dpi (28MB)	8.5” on short side at 300 dpi (28MB)	Native resolution (Varies)
Recommended size	10” on short side at 300 dpi (38MB)	9” on short side at 300 dpi (31MB)	10” on short side at 300 dpi (38MB)	11” on short side at 300 dpi (48mb)
Maximum size	100MB (purely for file handling reasons)	9.5” on short side at 300 dpi (35MB)	10.5” on short side at 300 dpi (43mb)	Varies depending on resolution

Summary of IPTC Fields

IPTC Field Label	Type of Data	Character Limit
Document Title	A title or short caption.	45
Description (Caption in PS7)	A long caption which adds information to what is seen. Please do not describe what can be seen in the image.	1,500
Keywords	Keywords, separated by commas or semicolons	50 per keyword or phrase
Copyright Notice OR Author	The credit to appear with the image (do not include © or year).	64
Author Title OR Transmission Reference	Your code for the image, which must be unique to the image, 16 alphanumeric characters or less, with no spaces. This should also be used as the file name for the image file.	16
Instructions OR Rights Usage Terms	Sales restrictions, if any.	128
Any Unused Field	“Model Released”, “Not Model Released” or “Not Applicable”	