gettyimages®

CREATIVE STILLS TEST SUBMISSION REQUIREMENTS

INTRODUCTION

This document details the submission requirements for all self-funded, creative stills contributor images delivered to Getty Images. We'll address the elements that comprise a submission, provide all requirements and show examples of what we expect to help ensure your submissions are hassle free.

CONTENTS

HIGH RESOLUTION SUBMISSION OVERVIEW

High Resolution (Hi-Res) submissions include all the elements needed for us to accept and market your images to our clients and include:

- **Final Hi-Res JPEG Image Files:** All final Hi-Res images must now be submitted as JPEGs (please see page 3 for full details). Hi-Res JPEG Image files must be placed separately at the top directory of the digital media being submitted – i.e. not in a folder.

- **Releases:** These **must be supplied digitally** (either scanned or digitally captured) and must be named uniquely within the submission. For example, "mr1.jpg".

- **Metadata:** This is the data we upload to our system with your images, for example captions and release status. Metadata can be supplied in a separate electronic file or 'embedded' in the image.

- **Submission Summary Form:** High Resolution Submissions **must** also include a Submission Summary Form. A copy must be attached to each piece of media supplied (the Form is designed to fit into the CD / DVD case for ease).

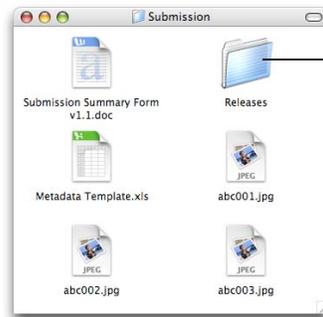*Full details of all these elements are found in the pages following.*

Example of a correctly prepared Final High Resolution Submission:

Submission Media plus Submission Summary Form:

Hi-Res Image Files sit separately at the top of the directory, with your single .xls or .txt metadata file* and Submission Summary Form

Releases sit in their own folder:

Submission CD or DVD

Submission Summary Form v1.1.doc

Releases

Metadata Template.xls

abc001.jpg

abc002.jpg

abc003.jpg

mr1.jpg

mr2.jpg

pr1.jpg

pr2.jpg

+
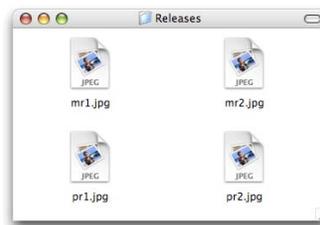
Submission Summary Form

You may choose instead to embed your metadata using IPTC or XMP

HI-RES IMAGE FILE REQUIREMENTS

FINAL JPEG SUBMISSION
All final Hi-Res Image Files must now be submitted as JPEGs as follows:
- Firstly produce your TIFF master to the specification below:
  File Format: Uncompressed TIFF, with .tif extension added at the end of the file name
  Size: 47.5-52MB 300 PPI (flattened, with no layers, paths or channels)
  Colour Space: 24 bit RGB Colour, 8 bits per channel (8 bit file)
  Quality: Digital Capture from approved camera ideally shooting RAW and convert to TIFF file using recommended software (Capture One, Photoshop CSRAW, Aperture etc). Or drum scan of analog film or scan from approved professional equivalent (Imacon)
- Perform any retouching to remove logos, dust etc (see below). If using IPTC or XMP to supply metadata, please add data to the TIFF file before conversion to JPEG.
- Next open your TIFF master in Photoshop, then save as a JPEG by selecting **File > Save As,** then **JPEG** (or **JPG**) and **Quality 12 (maximum)**. For more help about how to save your images as JPEGs which meet our current submission requirements click here
- As an option you can check your JPEGs meet our file requirements by running your files through the latest version of Preflight. Click here for more information.
- Finally submit the JPEG to us, without any further processing or compression.

Hi-Res Image File Naming Convention
Each Hi-Res Image File must be given a filename which is unique within each submission, and must include the **.jpg** extension.
- The Hi-Res filename must be *no more than 32 characters long*, incl. the file extension.
- The Hi-Res filename (*including* the file extension: i.e. abc123456**.jpg**, NOT just abc123456) must then be entered into the Metadata Template in order to match the Hi-Res Image File to the associated metadata.
- Use only upper- and lower-case letters and numerals. Don't use nonstandard or special characters such as ® © § ( ) [ ] { } / \ ! @ $ % * + or quote marks (" " or ' ')
- Don't use any accented characters, ie é ç ä ø ü.
- Don't use any spaces but instead use an underscore _ to create a break if necessary.

Retouching of Hi-Res TIFF files prior to submission
- All images must be retouched to remove all isolated visible logos
- All images must be retouched before submission to be free of any visible imperfections like dust, hairs and scratches. Images must also be free of excess grain, banding, pixelation, or unnatural color separation, file faults which cannot be retouched and instead require rescanning, reprocessing or reshooting before submission
- Image quality must be checked by enlarging the image on screen to 100% in Photoshop.
- IPTC or XMP metadata (if used) should be inserted into the image prior to conversion to JPEG.

Hi-Res TIFF Image File Detailed Technical Requirements
- If you are shooting negative film or transparency, the original analog image should be professionally scanned with zero USM applied and cropped to appear without any visible or black borders at the edges.
- RGB values for scanned material should be limited with a black point of no less than 3 and white point of no more than 252. This should be performed at the end of Photoshop editing. In doing this, extreme highlight and shadow detail will retain all the information needed to print successfully. This also will limit the possibility of color banding and clipping within the file.
- Digitally captured imagery should also have RGB values limited between 3 and 252. In both cases this should be the last action before saving the file using Photoshop in the output levels of the histogram.

Digital Capture
- When capturing digitally from 35mm format, please use Getty Images approved cameras. *(For a list of these approved cameras, please click here)*

- Interpolating the image up to our 47.5-52MB requirement is best achieved using a Fractal algorithm like "Genuine Fractal Print Pro". However, in some circumstances simply re-sizing in recent versions of "Photoshop" (6 and above) is better. As such, it is important to experiment with different techniques. Ultimately, the quality of the final 47.5-52MB file you prepare for submission is your prime consideration: no noise, artifacts, distortion, or moiré should be visible. Remember the largest file size your image can be sold at is 300MB, so image integrity is critical when interpolating digital source material.

Application of Unsharp Mask (USM)
We accept a very limited amount of Photoshop sharpening on digitally captured images only. These images must be sharpened in the Lightness Channel in LAB color, which we consider to be the only place where you can safely use the USM in Photoshop. You can do this by converting your image into LAB and highlighting the Lightness channel. Once in LAB you can apply USM sharpening within these guidelines:
- Amount: 0 – 100%
- Radius: 1 – 2 pixels
- Threshold: 0 – 4 levels

Once you have done this simply convert the image back into RGB before submitting. **Please note that sharpening is not recommended for all digital images; only use it when absolutely necessary.**

Color Space and Management
- Whatever color space you work in - whether grayscale or 48 bit color (16 bits a channel) - please convert your files to 24 bit RGB Color (8 bit file) before submitting and checking your file sizes.
- *Note on color management*: For Artists who use color management, if your submission is tagged with a color profile it will be uploaded to www.gettyimages.com in that colorspace.
- Getty Images recommends that you use color management to calibrate your monitor. If you do not, then these are the settings you need to use to emulate our color space: whitepoint set to 6500K; a gamma of 1.8 on a Macintosh platform (unless using Mac OS X, when Gamma should be set at 2.2); a gamma of 2.2 is required on a PC platform.

ISO / ASA Advice
If you shoot **analog** material to be scanned, please adhere to these requirements to ensure that the resulting digital file is of acceptable quality:
- 35mm – No higher than 160 ISO – No pushing or pulling.
- 120mm – No higher than 400 ISO – No pushing or pulling.
- 5x4" / 10x8"– No film speed restrictions.

When shooting **digitally**, we generally recommend not to shoot at too high an ISO setting. This can vary from camera to camera, but with 35mm SLR's the ISO is generally capped at between 320-400 ISO, due to problems with excessive noise at higher ISO's. The best quality is achieved below 200 ISO.

DIGITAL MEDIA REQUIREMENTS

We accept submissions delivered on the following media to these specifications:

CD: **Only** use Mac/PC Hybrid - single session only: High Sierra or ISO 9660
DVD±R: **Only** burn the disc using Universal Disk Format
> *The intention of these formatting requirements is to ensure that the media will open on both PCs and Apple Macs*

For both CDs and DVDs:
- **When submitting multiple CDs / DVDs, the full capacity of each disc must be used before burning images to the next disk.** *Do not submit individual images on CD or DVD unless only one image is being submitted!*
- Each image must be the original JPEG file exported from Getty Images Preflight Tool with no further processing or compression.
- All files must be opened at least once to check for disk errors, transfer errors or corruption before submission. (Disk read/write errors are not uncommon with large amounts of data.)
- All CDs and DVDs must be clearly marked with the contributor's name, written legibly in block capitals using an appropriate marker pen.
- **CDs / DVDs will not be returned**

Hard Drives are no longer accepted

For all media, it is the responsibility of all contributors to keep a personal copy of all work submitted to Getty Images. Please backup and make copies of all your submissions.

Media Presentation Requirements
- Contributors **must** attach a Submission Summary Form to **each** CD / DVD, which fits inside the CD / DVD case door or is securely attached to the CD / DVD slipcase with all required information supplied.

- For submissions using more than one CD / DVD, as well as specifying the *total* number of images in the whole submission on each CD / DVD Submission Summary Form, *please also indicate that the images are split over more than one CD/DVD,* as follows:

Total Number of images in Submission	37 (CD 1 of 4)

- Metadata supplied using an Excel spreadsheet or text file and digital releases should be placed **only** on the 'first' CD / DVD, i.e. "CD 1 of 4". *The other CDs / DVDs in the submission should just contain only Hi-Res image files.*

Comment [p1]: This should link to the Test Submission Summary Form (see attached word doc)

Formatted: Highlight

METADATA: REQUIREMENTS

We need this information to accept and market your imagery, so you must supply each image with accurate, concise metadata that meets the requirements described below. Much of it is valuable to our clients and can be used to maximize the sales potential of your Images. Images which lack required metadata may be rejected and will not be accepted into the collection until it is supplied.

The metadata we need is detailed in a table on *page 7*, below, with additional notes on *pages 8 and 9*. Metadata can be supplied in a number of ways, as follows:

- **As a single, separate electronic file**, which contains metadata for *all* the images in a given submission. We have supplied two types of file if you wish to submit this way:
  - ○ MetadataTemplate.**xls**: This is an Excel spreadsheet file. The first worksheet is for entering the data and the second worksheet contains examples. *It is posted here.*
  - ○ MetadataTemplate.**txt**: This is a Text file (tab-delimited flat text document, with header fields and a .txt file extension). *It is posted here.*
- **As data 'embedded' into each image**. There are two ways to submit in this way:
  - ○ **IPTC:** Embedded into the Hi-Res Image File using your Image Editing software.
  - ○ **XMP:** We have supplied a custom XMP panel, 'Metadata.txt', which has fields laid out according to our requirements and can be used in Photoshop CS to embed data in the correct format within the Hi-Res Image File. This is our only option for supplying XMP data and is our recommended supply option if you have Photoshop CS. *The panel is posted here*

General requirements

- All metadata should be in UK English or US English.
- Use only upper- and lower-case letters, numerals and basic punctuation.
- Don't use nonstandard or special characters such as ®, ©, § or quote marks (" " or ' ').
- Don't use any accented characters, ie é ç ä ø ü
- Metadata must be consistent and accurate. Use the same format for each submission and be sure to check spelling, punctuation and grammar.

Metadata Field Table Headings

Below you will find a table with details for all the metadata fields, with the following headings:

- **Getty Images / XMP Field Name:** This is the name of the metadata field (for example Contributor, Credit line, Location), chosen by Getty Images. If you supply your metadata using the MetadataTemplate.txt text file or MetadataTemplate.xls spreadsheet, you must keep all these Field Names as header fields, even if you choose not to enter any data under the Optional fields.
- **Explanation:** Details of what kind of data to enter.
- **Required?:** All fields are listed as either Required, Optional, Image Dependent or Required for Photographers Choice Only.
- **IPTC Field *and (PhotoshopCS2)* equivalent:** If you are choosing to supply metadata embedded in the Hi-Res Image File as IPTC data, you will need to enter the data into equivalent fields, since IPTC fields and the name of our fields do not match. For example, several of the Getty Images named fields must actually be inserted in the IPTC 'Caption' field. Furthermore, Photoshop defines its own 'tag' names for a number of IPTC fields. These are italicized in the table below.
- **Field Notes:** Guidance on exact formats and allowed data values.

METADATA: FIELD TABLE

Getty Images /XMP Field Name	Explanation	Required?	IPTC Field *and (PhotoshopCS2)* equivalent	Field notes
Hi-Res Filename	Exact Filename of Hi-res Image file, incl. **.jpg** extension	Required	Object Name *(Document Title)*	Include *.jpg* extension
Contributor	Your Contract Name / Payee Name	Required	By-Line *(Author)*	-
Credit Line	Creditline on gettyimages.com	Required	Credit	-
Location	Please state exact location shown within the image	Required **(see notes)**	Headline	Character limit: 256
Date	Include the year, month and day that the image was taken, *as accurately as possible*	Required	Date Created	Date entered will auto-format
Release Status	Indicate the releases you have included in the following way: MR= Model Released, PR= Property Released, MR&PR= Model and Property Released, NR=Not Released	Required **(see notes)**	Caption/Abstract *(Description)**	Format: MR, PR, MR&PR, NR
Release References	Enter the filenames of all the releases relevant for each image **(see notes on page 13)**	Required	Caption/Abstract *(Description)**	Include the .jpg or .pdf extension
Description	You must include details about any activity in the image and any additional information that clarifies the subject matter, including the significance of the image (if the image is of a specific or an editorial nature)	Required for all images of a specific nature **(see notes)**	Headline	Character limit: 256
Time of Day	State whether it is dawn or dusk, sunrise or sunset if it is pertinent to the image	Image dependent	Caption/Abstract *(Description)**	(dawn/dusk,sunset/sunrise)
Photographic Technique	Details of techniques applied. **(see notes)**	Image dependent	Caption/Abstract *(Description)**	-
Restrictions	Use, Industry, Territory from Getty Images list **(see notes)**	Image dependent	Caption/Abstract *(Description)**	-
Restrictions End Date	Enter end date of restriction or state 'perpetuity' **(see notes)**	Image dependent	Caption/Abstract *(Description)**	Date entered will auto-format
Keywords	Up to 3 *suggested* conceptual keywords, *comma delineated*	Optional **(see notes)**	Keywords	-
Notes	Other information you'd like to convey? E.g.film/camera type?	Optional	Caption/Abstract *(Description)**	-

*delineated from other info in this field by full stop (period)

METADATA: ADDITIONAL INFORMATION ON SELECTED FIELDS

Location
Include specific location information for **all** images, even if you think it might not be relevant. We need to know: Country; Region/State/Province; City/Town/Village; and details about any activity portrayed within the image, for example: festivals, including information about their significance, and the time of year they are held. Be as specific as possible.

Release Status
Upon final high resolution submission of the Hi-Res Image File, the release status of each image must be marked as one of the following in the Release Status column of the Metadata Template:
- "MR" = fully model released
- "PR" = fully property released
- "MR&PR" = fully model and property released
- "NR" = not released and may require further clearance

Contributor acknowledges that marking an Image NR (Not Released) *may* lessen the chance that Getty Images will accept the image.

Description
*Required for all images of a specific nature, including **Transport, Industry, Technology, Scientific, Astronomical, Planet, Globe, Travel, Sports and Medical imagery.***
Please note that although the captions field itself isn't searchable on the Getty Images Creative website, all information you supply in captions that is important for searching will be extracted and applied as keywords by Getty Images.

- **Transport: make and model**
  For any method of transport: airplane, automobile, ship, train, etc, please give the name of the manufacturer. The model is also useful, but is not essential. Shots which focus on the vehicle (whether a plane, train, automobile or ship) are not acceptable, and vehicles can only be included in images where they are featured as a prop, and are for the most part unidentifiable.

- **Industry and technology**
  Detailed information must be included with industrial and technological subject matter. For example: "Man in hard hat involved in manufacturing", is not enough. It is crucial that we have information about the specific manufacturing industry plus detailed information about the processes portrayed. For example: "Robotic assembly line manufacturing brake pads." Further information could include details about the final usage of the brake pads.

- **Latin name and common name of any flora and fauna**
  Common names for flowers and animals sometimes vary from country to country, whereas the Latin name remains constant, e.g., mountain lion/puma (*Felis concolor*); Blooming Claret Cup cactus (*Echinocereus triglochidiatus*). Our editorial clients favor Latin names.

- **Full scientific terminology, including magnification**
  If the subject matter of the image has a scientific name and a more popular term, please supply both. Also, include the type of microscope used to take the image, and the magnification applied. For example: "Scanning electron micrograph of sodium chloride (salt crystals) x 520."
  As well as the subject matter of any image, please also detail its significance. For example: "Scanning electron micrograph of house dust mite x 500 (*Dermatophagoides sp.*) - a common arachnid closely related to spiders. This species is most frequently cited for causing allergic reaction in sensitive humans."
  We encourage our clients to use scientific images in a creative way and the significance of a subject helps them to do this.

  (cont.)

- **Astronomical/planet/globe images**
  Please clearly state whether the image is a photograph, computer generated, a satellite shot or a model. Also, give detailed information about any planets, stars, etc, which are shown. Further, name the continents/countries that are prominent in any image of the globe; please be aware that globes are copyrighted, and property releases are required from the manufacturer.

Photographic technique
- Focus: defocused, soft focus, differential focus
- Film Types: infrared (B&W or color), cross-processed, B&W, grainy, negative
- Image Manipulation: toned (B&W or color—may be expressed as blue tone, red tone, etc.), tinted (B&W)
- Image Techniques: solarized, transfer image, paper negative, textured, painterly, high contrast B&W, distressed, composite (created in darkroom), image sandwich, contact sheet, multiple exposure, montage
- Lens Effects: wide-angle, fish-eye, lens flare
- General Techniques: blurred motion, zoom effect, long exposure, brightly lit, video still, photogram, high key, pinhole camera, alternative effect (may be used for undefined manipulation)
- ***Digital:*** *If an image has been enhanced or composed digitally you must state the extent of enhancement and method of composition.* We also need to know whether an image has been entirely created via digital means, for example: 3D software, digital enhancement, digital composite, color enhancement.

Keywords
The Metadata Template provides a space for you to suggest up to three conceptual keywords (e.g., Teamwork, Happiness, Strength). These are *suggestions* only and will be applied by our keyworders if they are relevant in helping our customers find the right images. We may also substitute a related word in place of the suggested word.
If you wish to suggest keywords, please be judicious. The concept should be strongly depicted by the image, and not be a tangential possible interpretation or association with the image.

SIMILARS AND SISTERING

Please note that this section applies to Rights Managed Imagery only

Getty Images defines Similar images in the following way contractually:

> Similar: means any Image whose principal elements are depicted in a way that, when compared side by side with another Image, would cause an industry professional to believe they are substantially the same. Images shall not be considered Similars based only on their subject matter;

Within Rights Managed collections, we 'sister' images which are identified as being Similar. Sistering supports the sale of Rights Protection, where requested. It ensures that, as far as possible, our clients can be confident of exclusivity within their specified usage for not only a single image but also Similar images.

When we receive a Rights Managed submission from you, we review images for similarity, based on a set of criteria, *within that submission*. If we identify Similar images, then they may be linked using our numbering schema, provided they are intended for, or part of, *the same RM collection*.

However, **we cannot link images across different RM collections,** and we cannot realistically search your body of work every time you submit images to check that you are not submitting Similars to work already submitted or accepted.

Therefore, Contributors should be aware that it is extremely important not to supply Similar images to those already accepted, or being considered for acceptance, in order to prevent Right Protection clashes.

You can only submit sisters within the same submission batch.

Should you need a reminder of your accepted work, please refer to any images you have in the RM collections on www.gettyimages.com.

For more details of Similars and Sistering, please see our 'Sistering Guidelines' document

RELEASES: SUBMISSION REQUIREMENTS

<u>Digital</u> Model and Property Releases must be provided with each submission as detailed below.

Naming Convention

Each model and property release must be named with a 'Release Reference' that is unique within the relevant submission and be no more than 32 characters in length.

- The *Release Reference* and the *filename* of the digital release must be exactly the same, including the .jpg or .pdf extension.

In the Metadata Template, the Release Reference must be entered in the 'Release References' column for all model and property releases associated with each submitted Hi-Res Image File. **It is particularly important that the exact filename of the release is entered, as we will use an automated computer script to match releases to Hi-Res Image Files from the data you supply.**

Submission of Releases

Releases must be stored separately in an electronic sub-folder of the relevant submission folder on the submitted media (*for an example, please see page 2*) and must conform to the following requirements:

- File size: approximately 1MB
- Scan size: 100%
- Resolution: 72 dpi
- Color mode: RGB
- File type: JPEG, with .jpg extension attached or PDF, with .pdf extension attached.

Please note that images will be returned to a contributor for resubmission if releases are either missing, incomplete, invalid or the release key is missing from the metadata.

Contractual Requirements

Except as provided by the terms of your Contributor Agreement, you must supply digital copies of valid releases where appropriate for each Image at the time that the Image is submitted (for certain exceptions in the case of unreleased travel material please see page 12).
You must attach a visual reference of the model or property to the original release, which must be attached before you scan or capture the release– it cannot be a separate file. Upon request, you must re-submit copies of any releases. You must not supply any Image that requires a release and for which you do not have a release at the time of your submission. You must conform to the Submission Requirements that are in effect at the time of submission regarding the sufficiency of releases in various countries. We may revise our Submission Requirements from time to time in our sole discretion, with prior written notice to you, with the revised requirements applicable to Images submitted after notice of the revision.

We require you to use Getty Images Mandatory Model and Property Releases as directed and supplied on www.gettyimages.com/contributors, with the exception of where shoots predate the effective date of the new releases or where images were originally shot as an outside assignment requiring the use of a client's release. We will reject any copy of a new release that is submitted without all the mandatory fields being completed

It is mandatory that all fields in Getty Images releases are filled in, *with these exceptions:*

- Model's telephone number: recommended but not mandatory if not available;
- Model's E-mail: recommended but not mandatory if not available;
- Ethnicity: strongly advised provided the model will agree to enter the information
- Shoot Reference
- In the property release, only one information box need be completed depending on whether the property owner is an individual or a corporation.

RELEASES: GENERAL LEGAL REQUIREMENTS

Legal requirements for image acceptance fall into two categories: those dealing with model and property release standards and those dealing with trademark and copyright standards. Highlights are given below:

Model and Property Release Standards (see exceptions below for Travel Imagery Requirements for the Editorial Market Customer)
- All recognizable people require model releases.
- Large crowd scenes, where no individual or group of individuals are the focus of the shot and therefore the likelihood of digital isolation by end user is unlikely, may be accepted into the collection without model releases.
- Skylines, including both urban and rural settings, are acceptable.
- All private homes, inside and out, require property releases.
- Exteriors of most individual commercial buildings are acceptable if taken from a public place, excluding visible addresses or signage.
- Interiors of commercial buildings require a property release if the photograph makes the business recognizable.
- Property releases are required for artwork created or owned by the provider for art direction purposes.

Travel Imagery Requirements for the Editorial Market Customer
Note: For The Image Bank and Photographer's Choice Rights Managed collections only
The Editorial Market requires imagery that depicts the diversity of human culture worldwide: descriptive images of local culture in a public place that is not particularly directed by the photographer can be submitted without Model or Property Release(s) and should be marked 'NR' within the submission metadata. In addition, you must indicate that the submission contains unreleased travel imagery using the applicable field of the Submission Summary Form. Appropriate subject areas may include:
- Specific Festivals and Celebrations
- Buildings and Architecture
- Local Markets: farmers, craft, antique, flower, food
- Customs
- Agriculture: inclusive of workers in the field
- Industry: fishing in the Bering Sea, diamond mining in Africa, pearl collecting in China
- Local Economy: street scenes, architecture and buildings that reflect business and financial districts of cities
- Any situation where people are displaying aspects of their culture
- Urban areas of countries worldwide that depict specifically the life that happens there

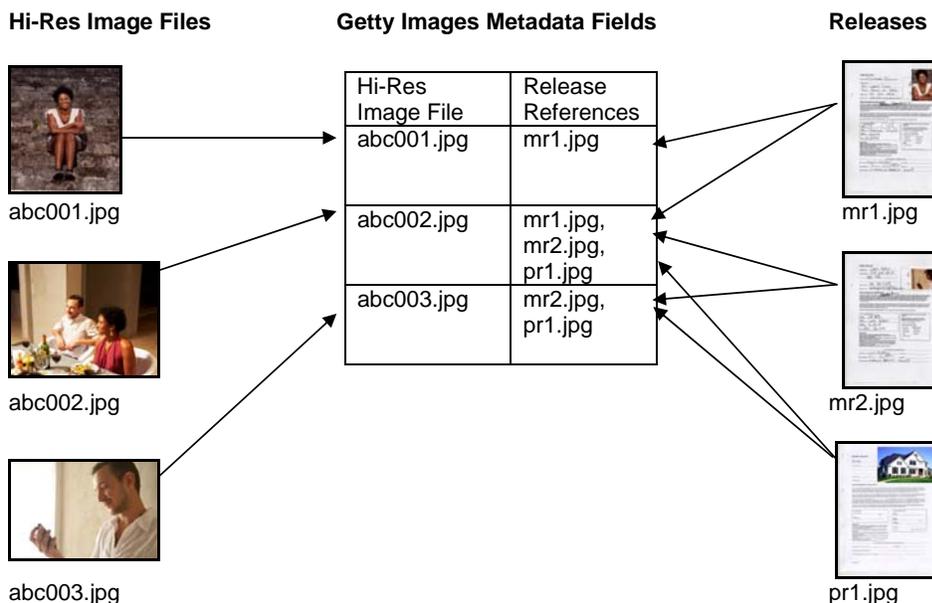*Note: Images that meet the visual requirements but do not have detailed captioning / metadata will be rejected.*

Trademark and Copyright Standards
- A high number of Multiple trademarks within one image are acceptable (e.g., Times Square, Las Vegas Strip, books on shelf).
- Isolated trademarks that are the focus of the shot or draw attention away from the focus aren't acceptable. (e.g., a clearly visible Nike 'Swoosh' on a shoe of a runner when the rest of their apparel is generic)
- Isolated trademarks *may occasionally be acceptable* where they are not the focus of the shoot and do not draw attention away from the focus, but generally isolated trademarks are not acceptable.

Getty Images reserves the right to reject or remove any image where release and trademark standards are in question.

RELEASE TO IMAGE MATCHING VIA METADATA

In addition to supplying information about each image, the 'Hi-Res Image File' and 'Release References' metadata fields act as a 'key' to match the Original Files to the Releases, as follows:

Hi-Res Image Files	**Getty Images Metadata Fields**	**Releases**

abc001.jpg

abc002.jpg

abc003.jpg

Hi-Res Image File	Release References
abc001.jpg	mr1.jpg
abc002.jpg	mr1.jpg, mr2.jpg, pr1.jpg
abc003.jpg	mr2.jpg, pr1.jpg

mr1.jpg

mr2.jpg

pr1.jpg

In this way, these Getty Images Metadata fields establish that:
Hi-Res Image File abc001.jpg is linked to release mr1.jpg
Hi-Res Image File abc002.jpg is linked to releases mr1.jpg, mr2.jpg and pr1.jpg
Hi-Res Image File abc003.jpg is linked to releases mr2.jpg and pr1.jpg

REJECTIONS AND RESUBMISSIONS

Any submission, or part of a submission, that does not meet these Submission Requirements may be rejected.

If an image is rejected from the House Collections and a resubmission is **not** requested, please do not resubmit it under any circumstances. Rejected images can be submitted to the Photographer's Choice collections, subject to the rules on similars/sisters.

If a resubmission is requested, you should keep the files separate from any *new* submission files. The resubmitted files should be presented in a separate, clearly marked folder, entitled "resubmits."

Whenever a resubmission is requested, we will provide a 'Submission Batch ID' number, which must be entered into the Submission Summary Form that accompanies the resubmission, along with the name of the Editor or Art Director who requested the resubmission. **It must also have <u>exactly</u> the same name as the 'original' image submitted, even to the point of being case sensitive.** If you resubmit a Hi-Res Image File without following these requirements, our digital file management system will remove your resubmitted image, believing it to be a duplicate.

If you are submitting a replacement image, remember that all replacements need to include Hi-Res Image Files, Metadata and Releases.

Comment [p2]: Link to Test Summary form attached

SUBMISSION CHECKLIST
For your optional use to aid trouble free submissions

Metadata

☐ Spelling, grammar and punctuation have been checked in metadata.

☐ The Metadata contains 'Hi-Res Filenames' that match *the actual filenames* of the Final Hi-Res Image Filenames <u>exactly</u>, including the .jpg extension.

☐ The Metadata contains 'Release References' that match *the actual filenames* of the digital releases <u>exactly</u>, including the .jpg or .pdf extension.

☐ The number of lines of metadata matches the number of images submitted.

Releases:

☐ **You have filled in all mandatory parts of the release that are <u>your</u> responsibility:**

　o Model's Name *and* Model's Address

　o Shoot Date

　o Photographer's/Filmmaker's Name *and* Photographer's/Filmmaker's Signature

　o Ideally, *but optionally*, you have entered the Model's Phone and Email

☐ **Model has filled in all mandatory parts of the release that are <u>their</u> responsibility:**

　o Model's Signature, Model's Printed Name, Date, Model's Date of Birth.

　o Ideally, *but optionally*, they have completed the Ethnicity information

Final Hi-Res Image Files are*:*

☐ <u>JPEGS</u> that meet our requirements (see page 3).

☐ Not containing extra layers or channels.

☐ Free of all dust, hairs, marks, oil stains and smudges.

☐ Not over sharpened, and are free of cloning marks, pixelation, jagged edges and any computer-generated errors.

☐ Color is smooth and not posterized.

☐ Free of blocking and color banding.

☐ Free of black borders.

☐ **Free of all logos – all isolated visible logos have been retouched**

Presentation

☐ **A Submission Summary Form is attached to each piece of submitted media and an electronic copy is included on the first CD/DVD of each submission.**

Comment [p3]: Link to test summary form attached