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CREATIVE STILLS SELF-FUNDED PORTAL SUBMISSION REQUIREMENTS v3.1

OVERVIEW

This document details the submission requirements for all self-funded, creative stills contributor images delivered to Getty Images. Your submissions must have all the elements needed for us to accept and market your images to our clients, including Final Hi-Res JPEG Image Files, Model and Property Releases and image Metadata (if you are an illustrator submitting vector (eps) files, please contact your editor or art director for specific instructions). Here's a summary of the requirements and workflow:

1. Create
Create a TIFF file that is 47.5-52MB, at 300ppi; 24 bit RGB Colour, 8 bits per channel (8 bit file), (flattened, no layers, paths or channels). (See page 5.)
For digital capture, ideally shoot RAW and convert to TIFF file using Capture One, Photoshop CSRAW or Aperture. For 35mm digital capture, please use an approved camera. For negative film or transparency, professionally scan the original with a Drum Scanner or approved scanner to create the TIFF file. For lists of approved cameras please click here. For a list of approved scanners please click here.

2. Retouch
All images must be retouched (while in TIFF format) to remove isolated visible trademarks / logos (see page 4) and be free from visible imperfections like dust, hairs, scratches, marks, oil stains, smudges, black borders, excess grain, unnatural color separation, banding, blocking, posterization, over-sharpening, cloning marks, pixelation, jagged edges, and any computer-generated errors and file faults which cannot be retouched and instead require rescanning, reprocessing or reshooting. Image quality must be checked by enlarging the image on screen to 100%.

3. Embed Metadata
Optionally, you can add *some* metadata via IPTC *before* upload, using your image editing software, but the Portal allows you to add, edit and append *all* metadata image-by-image and in bulk (see page 2).

4. Convert & Check
Convert your retouched final master TIFF to a JPEG (.jpg) file with the maximum quality (or minimum compression) setting available in your image processing software. Do not attempt to further manipulate the resulting JPEG (either by retouching/adjusting color etc, or by updating metadata) as re-saving the file will recompress the image data, leading to quality degradation. *Optionally, you may import your final JPEG files into Getty Images' Preflight Tool to check they meet our specifications before you spend time uploading them. Please click here for details.*

5. Prepare Releases
Content submitted for commercial use which contains the image of a recognizable person must be accompanied by a model release. Property releases are necessary when a property (this can be a building or object such as a work of art or pet) is the principal subject of the image (see pages 3&4). Releases must be supplied digitally as JPEGs, with .jpg extension attached. File size: approx. 1MB; 72 dpi; RGB color; scan size: 100%.

6. Upload
Upload images and releases using the Portal. Please see our Quick Start Guide for details.

METADATA

Text Format
However you choose to add Metadata, these are the text formatting 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 special or accented characters, i.e., ®, ©, §, é ç ä ø ü, or quote marks (" " or ' ').
- Be sure to check spelling, punctuation and grammar.

Image Metadata Fields

Getty Images Field	IPTC Field	Explanation	Required?
File Name	File Name	Automatically populates with the name of the uploaded file. Please ensure you follow the Text Format rules.	Required
Media Type	N/A*	Please choose 'Photography' or 'Illustration'.	Required
Shoot Date	Date Created	The year, month and day the image was taken.	Required
Research Code	N/A*	Enter a Creative Research code, ONLY if applicable.	Optional
Headline	Headline	Brief, factual description of the image. Include the proper names of places or things (e.g. F-18 Hornet, Red-eyed Tree Frog, Eiffel Tower). Examples: • Man Walking on Beach • Mature Couple Kissing in Front of the Taj Mahal • Yellow Mongoose (Cynictis penicillata), Etosha National Park, Namibia. Please read our Keyword Guide to find out more.	Required
Caption / Abstract	Caption / Abstract	Details of any activity in the image and information that clarifies the subject matter, incl. the image's significance, for images of a specific or editorial nature. Please read our Keyword Guide to find out more. Also state whether it is dawn or dusk, sunrise or sunset if pertinent. For images of a specific nature we recommend you fill out all the location fields.	Required for images of a specific nature
Keywords (conceptual)	Keywords	Up to five suggested conceptual keywords (e.g., Strength Teamwork), separated by commas, which will be retained if relevant. Concepts must be strongly depicted and not be tangential possible interpretations or associations with the image. Please read our Keyword Guide to find out more.	Optional
City of shoot	City	The City the image was shot in.	Optional
State/Province of shoot	State/Province	The State/Province the image was shot in.	Optional
Country of shoot	Country	The Country the image was shot in.	Required
Release Type	N/A*	The possible values are: (i) Fully Model Released; (ii) Fully Property Released; (iii) Fully Model and Property Released; (iv) Not Released and may require further clearance (marking an image 'Not Released' *may* lessen the chance that we will accept it).	Required
Copyright Notice	Copyright Notice	i.e. Your Name	Required
Copyright Registration	N/A*	Possible values: (i) Not registered; (ii) Registered: Published work; (iii) Registered: Unpublished work.	Required
Copyright filing date	N/A*	Appears if you indicate that copyright has been registered.	Required if 'Registered'
Copyright registration date	N/A*	Appears if you indicate that copyright has been registered.	Required if known
Additional Image Information	N/A*	Other information you'd like to convey? E.g. what film or camera type the image was shot with.	Optional

*No IPTC field is available – this information must be added in the Portal

RELEASES

Getty Images Releases

In a signed, valid release the model or property owner grants their permission to use their likeness or property for commercial uses. To avoid inconsistencies and legal complications, we require you to use Getty Images Releases as directed and supplied on www.gettyimages.com/contributors, the correct use of which indemnifies you as detailed in your Contributor Agreement. Use of non-Getty Images releases is acceptable in certain circumstances. For further details please click here.

A full list of Getty Images releases are available for download by clicking here.

All Getty Images' release fields must be completed with the exception of the following four **optional** fields:
- Model's telephone number and email address: recommended but not mandatory if not available;
- Ethnicity: strongly advised provided the model will agree to enter the information.
- Shoot Reference: may be excluded if you don't use shoot references to organize and locate your original releases.
- In the property release, only one information box need be completed depending on whether the property owner is an individual or a corporation.

Adult or Minor Model Release?

In most countries the age of majority is 18 years old. However in some cases the age at which a model should use an adult model release is different (e.g. Japan where the age of majority is 20 and Singapore where it is 21). The age of majority applies to the country in which the model is domiciled. Please click here for a full list of countries.

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 (there are certain exceptions, as in the case of Unreleased Travel Imagery, see page 5).
- 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.

Basic Legal Requirements
- 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.

Note: Exceptions to these guidelines can be made for Unreleased Travel Imagery, see page 4.

Unreleased Travel Imagery

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 indicated as 'Not Released' within the individual image metadata. In addition, you must indicate that the submission contains unreleased travel imagery by writing 'Intended for Unreleased Travel' in the Additional Image Information metadata field. 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

Trademarks and Copyright

- A high number of Multiple trademarks within one image are acceptable (e.g., Times Square, Las Vegas Strip, books on shelf).
- Isolated trademarks /logos 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.

FAQ and Waiver

Our legal requirements are subject to change, and we have provided a comprehensive set of frequently asked questions on www.gettyimages.com/contributors.

IMAGE PROCESSING

Interpolation

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. The largest file size your image can be sold at is 300MB, so image integrity is critical when interpolating.

RGB Values

RGB values 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.

Color Space & 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.
- If your submission is tagged with a color profile it will be uploaded to www.gettyimages.com in that colorspace.
- We recommend that you use color management to calibrate your monitor. If you do not, here are the settings you need to emulate our color space: whitepoint set to 6500K; a gamma of 2.2 for PC and Mac (unless using Mac OS 9, when Gamma should be set at 1.8)

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 convert the image back into RGB before submitting. Getty Images has produced an action that does most of this for you - all you have to do is manually set the Amount, Radius and Threshold. **Please note that sharpening is not recommended for all digital images; only use it when absolutely necessary.**
- If you are shooting negative film or transparency, the original analog image should be professionally scanned with zero USM applied.

ISO / ASA

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.

REJECTIONS / RESUBMISSIONS

If an image is rejected from the House Collections and a resubmission is **not** requested, please do not resubmit it under any circumstances. You may submit rejected images to the Photographer's Choice collections, provided they are not Similars (see below).

If a resubmission is requested, the resubmitted files should be submitted as a new submission. You must not mix the resubmitted files with any new/additional images for review.

When resubmitting, you must enter 'resubmission' and the name of the Editor or Art Director who asked you to resubmit in the 'Submission Notes' field in the Submission Summary View of the Portal, together with a brief description of the issues that you resolved. If the Editor or Art Director determined the collection, please state this as well (we will verify it internally).

SIMILARS

Getty Images defines Similar Still Images in the following way contractually:

> **Similar:** means any Content whose principal elements are depicted in a way that, when compared side by side with other Content, would cause an industry professional to believe they are substantially the same. Content will not be considered Similar based only on its subject matter.

You may only submit Similars within the same submission, and so must never submit Similars across different submissions, regardless of whether the images are accepted or rejected. This is true for all rights-managed, rights-ready and royalty free Collections.

Once Content has been **submitted** to Getty Images you may not license it, or any Similars, to any third party unless Getty Images has notified you that it has been rejected.

You must not submit or license **Accepted** Content, or any Similars, to any third party (or to Getty Images)

You must not submit or license **rejected** Content to any third party *(or to Getty Images unless requested)*, if it is Similar to Accepted Content.

SISTERING

Within rights-managed and rights-ready 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 for Similar images.

When submitting images for consideration for rights-managed and rights-ready Collections, we review images for similarity, based on a set of criteria, *within that submission*. If we identify Similar images, then they may be linked as 'sisters' using our numbering schema.

We can only identify Similars and sister images within a single submission. You may not submit Similars across multiple submissions, as we are unable to 'sister' across submissions.

RESTRICTIONS

As a rule we do not support photographer restrictions, but under exceptional circumstances we may decide to accept restricted images, and only in the case of traditional Rights Managed collections. **For exceptions to be considered, you will need to contact your editing team.** Restricted images will not be accepted for Royalty Free and Rights Ready collections.

Of course, regardless of our restrictions policy it remains your responsibility to inform us of the following when you supply images:
(i) any restrictions on Getty Images right to license that image and the nature of those restrictions and;
(ii) any unexpired licenses or rights that have been granted with respect to that image and the nature of those licenses or rights, including, without limitation: use; industry; territory and end date.

All restrictions associated with a particular image must be: 1) Entered into the 'Additional Image Information' metadata field and 2) You must also enter the text, 'Submission Contains Restrictions,' into the 'Description' field for the entire Submission. Absence of data in this area indicates there are no restrictions and all images are clear to license as usual.