

Instructions for authors/contributors: photo submissions

- 1) Photos (jpegs, Tiffs etc) should be submitted at **300 dpi**. To find the dpi of your image, you should probably consult your photo editing software, most likely under 'properties'.
- 2) You can preview the maximum size that the photo will print at clearly by going to:
http://tiporama.com/tools/pixels_inches.html.
 - fill in the size of your image (in Microsoft this is visible when you have your folder 'View' option set to 'Tiles')
 - adjust the resolution of the output device in the dropdown box to 300.
 - The height and width will then become visible in the box below marked Image width and Image Height in inches
- 3) Where possible, photos should be 'copyright-free': i.e. your own photos.
- 4) Using other people's photographs:
 - Please get permission in writing to use any photographs that are not yours. (Email is fine for this), and submit it together with the photos.
- 5) Using photos from the internet:
 - Photos saved from the internet (esp. eBay) are not normally at a high enough dpi to be useful.
 - You should contact the photo's owner and ask for permission to use the image and request a new image taken at 300dpi.
 - We are happy to send a copy of the relevant Journal to anyone helping in this way. Please send their details to Susan Cox who currently mails the Journal.
- 6) Scans of photos from books/publications:
 - These need to be accompanied by the author's permission to use the material and again should be scanned at 300dpi, using the 24-bit color setting.
 - Where possible photos should be taken in a good, even light with the flash turned off, and ideally on a neutral and/or plain background.
- 7) Please caption your photos i.e.: jpeg name or number: caption (as a minimum with the item's mark, HB, HR, HRQ, CA, Malicorne etc)

Photos for specific articles:

For a featured collection:

Members like seeing the way your collection is displayed, but please also take photos of individual items, especially if they are mentioned in the text.

For articles about QCI meetings:

Where possible, Meeting organisers should take their own photos when they first visit possible locations the Club might visit later as a group.

If it is necessary to ask Tourist offices or hotels for photographs, please make it clear that the photo should be suitable for print media.