

# **GUIDELINES FOR SUBMITTED PHOTOS**

*Ensuring your photos reproduce well in the newspaper*

In order for your photographs to be included in *The Glengarry News* and reproduced to the best possible extent, please follow the suggestions below.

**FILE SIZE/RESOLUTION:** Send us the original file version directly off the camera, i.e. do not reduce the size or resolution. This gives us the best opportunity to edit the photo suitable for clear newspaper reproduction. Typically, a minimum file size would be 600 kb, and depending on the camera settings this may range up to 3 Mb.

**CAMERA SETTINGS:** Shoot in the camera mode appropriate to the situation, and always choose the highest resolution settings for best results.

**COMPOSITION:** Photos should ideally contain just a few people, centred around an object of focus. For group pictures, try to organize the people in as tightly grouped a fashion as possible, rather than a long line. Also, frame the subject by getting as close as possible.

**ACTION:** Sports and other action photography can be particularly troublesome, especially indoors or in other low-light conditions. Photos will generally only be published if faces are visible and the action is clear.

**LIGHTING:** Ensure the subject of the photograph is adequately illuminated, either by natural or artificial light. While there is some leeway on the computer to brighten photos, they also tend to lose their resolution and can become grainy.

**IDENTITIES AND DETAILS:** Ideally people in photographs should be identified. When submitting photos, include full names of people contained therein. For group photos, list names in the format “back row, from left to right: name 1, name 2, etc.” Also, include any background information that is relevant (e.g. subject or event, location).

**CREDIT:** Please indicate the name of the photographer. We will provide a photo credit, unless requested otherwise.

**EDITORIAL CONSIDERATIONS:** Any submitted photo may or may not be published, based on editorial considerations. To discuss this, contact the appropriate department.

For news, contact News Editor Steve Warburton at 613-525-2020, extension 25, or for sports, call Sports Editor Sean Bray at 613-525-2020 extension 22.

**SUBMITTING PHOTOS:** Photos and pertinent information should ideally be e-mailed to the appropriate department at *The Glengarry News*. Alternatively, photos can be submitted digitally on a CD-ROM. Prints on photo paper are less desirable as they lose quality when scanned for production in the paper. Prints on bond paper are not suitable. Include a contact name and telephone number with submissions. To send us your photos, e-mail news and community events photos to [news@glengarrynews.ca](mailto:news@glengarrynews.ca) or sports photos to [sports@glengarrynews.ca](mailto:sports@glengarrynews.ca)