



Contributor Submission Guidelines

Please follow the Phototake Submission Guidelines and Requirements below to expedite editing and processing. There are two stages:

- Submission for Editing
- Submission for Website/Archive

Editing—Overview and Technical Guidelines

Phototake prefers initial submissions to be sent as digital previews:

- **File size and resolution:** approx. 500KB, or 6.95" (long dimension) at 72 p.p.i.
- **File type:** JPEG (RGB)

Do NOT send thumbnails or hi-res files for editing.

If you cannot send your submission for editing in electronic format, then transparencies must be accompanied by a self-addressed pre-paid return package. Original negatives and prints must be picked up at sender's own expense and risk.

Include any information described in the Editing Requirements below.

Website/Archive—Overview and Technical Guidelines

When we have informed you which images we have selected, we will request hi-res images on CD in TIFF (RGB) format. Your CD's cannot be returned as long as Phototake represents any of the images on the CD. (If you want a CD returned, you will need to first send us a replacement CD containing the images we still represent.) Please submit hi-res images in the following format:

- **Color space:** Adobe RGB, 1998 (do not scan in sRGB)
- **File size** : 50 MB, or larger. Rule of thumb: set the long dimension to 5100 pixels (equals 17 inches at 300 p.p.i.).
- **Resolution:** 300 **p.p.i.** (d.p.i.)
- **File Type:** TIFF (RGB)

Do NOT sharpen images.

Include any information described in the Website/Archive Requirements below. A tab delimited text file, with all appropriate information, is the preferred format for this information. Please download <http://www.phototakeusa.com/form.txt> for the column structure. The file, Form.txt, may be opened in MS Excel or other spreadsheet program. Fill it in to accompany your submission. Please save as a text-and-tab file when submitting.

Editing Requirements

- **Group submissions by subject matter first, then by format.**
Put all images of one subject together. If you have multiple formats for a single subject, put all images of a single subject and format together, then the images of the same subject in another format.
- **Secure all applicable Model Releases and Property Releases before submitting work. Clearly indicate which images are released.**
Releases must be available when requested by Phototake, as stated in all contracts. Therefore, you should obtain them and document them with your package of submissions for editing. An image without appropriate Model and/or Property Release can only be used in editorial contexts, diminishing its relative usefulness and sale value. We will take this into account when deciding which images are appropriate for Phototake to represent.
- **Any restrictions whatsoever on images, including Internet or Rights Control, must accompany submissions in writing.**
- **Clearly indicate image orientation for all media.**
 - Digital images must be submitted in the correct orientation.
 - Slides should show an arrow (or be marked TOP) on the front of the mount for all images. For any image in which orientation may not be obvious (close-ups, angle shots, looking up at clouds, looking down at the ground, microscopic anatomy, etc.), be sure to choose an orientation and indicate on the mount.
 - Larger format transparencies should have a small notch in the upper-right corner when viewed from the front (as they normally are on 4 x 5 and 8 x 10 formats) to establish correct orientation, or be accompanied by hard-copy print showing orientation.
- **Unique Filename (for digital submissions)**
The digital filename should be the same as the reference number, if possible. Consider a numbering system that will make it easy to reference images that are submitted to Phototake. If the filename for digital images is different from (or you do not use) reference numbers, please list them here.
- **Unique Reference number.**
This is the identification you want us to use in all correspondence, including sales reports, for each image. If you do not use reference numbers in your archive, for the purpose of the submission, indicate a unique number or title for each image.
- **Image title.**
A short description of the image, accurately describing the main subject of the image. This may be a conceptual or poetic description, as long as it is accurate.
- **Caption.**
If you have captions for images, please include here. While not required for all submissions for editing, medical and scientific images must be accompanied by a minimum of accurate subject identification for editing purposes. Please also be sure to have full caption information available for Website/Archive of all selected images.

Website/Archive Requirements

A tab delimited text file, with all appropriate information, is the preferred format for this information. Please download <http://www.phototakeusa.com/form.txt> for the column structure. The file, Form.txt, may be opened in MS Excel or other spreadsheet program. Fill it in to accompany your submission. Please save as a text-and-tab file when submitting.

- **Unique Filename (for digital submissions)**

The digital filename should be the same as the reference number, if possible. Consider a numbering system that will make it easy to reference images that are submitted to Phototake. If the filename for digital images is different from (or you do not use) reference numbers, please list them here.

- **Unique Reference number.**

This is the identification you want us to use in all correspondence, including sales reports, for each image. If you do not use reference numbers in your archive, for the purpose of the submission, indicate a unique number or title for each image.

- **Image type.**

- Type of photograph. Indicate any unusual photographic technique or process, e.g., macro or close-up, solarization, negative, photogram, etc.
- Indicate photocomposites and photoillustrations.
- Type of photographic microscopy (e.g., photomicrograph, SEM, EM, etc.) used to produce the image. Be specific and up-to-date.
- Medical scan type (e.g., X-ray, MRI, PET, CT, etc.).
- Medical and scientific images should also indicate type of stain used, polarized light sources, etc., where applicable.

- **Magnification or scale, with format, for microscopy or images to scale.**

- Magnification and format (1000x at 35 mm, for example) for all microscopy.
- Scale with format for any scientific specimens, up to life-size (scale 1:3 at 35 mm, for example).

- **Image title (short description).**

A short description of the image, accurately describing the main subject of the image. This may be a conceptual or poetic description, as long as it is accurate.

- **Caption (longer description).**

Main Subject

Identify the subject accurately and completely. Please be sure to indicate where applicable:

- Specific anatomy, organism, or specimen shown in the image, using up-to-date scientific and common names.
- Identification of any important shapes or structures shown in image.
- Specific roles, procedures, or equipment shown in medical or scientific scenes.

Medical or Scientific Significance

- Normal or abnormal, for all specimens.
- Name of disease or condition indicated, *as shown in this image! (what is shown in the image that indicates the disease or condition)*. If normal and abnormal items are in the image, indicate which is which. For all medical scans, indicate the patient's gender and age, and if healthy or not. For disease conditions, name the disease, where it is indicated in the image (and clearly state if it is the image's or the patient's L or R).
- Any other scientifically significant information specific to this image (reasons this image is significant with respect to the subject).

Background Information

- Relevance to current knowledge
- Medical background
- Other background information

- **Model Release Available (for all images with recognizable people).**

Indicate with MR (Model Released), NR (Not Model Released), or NA (Not Applicable) for Model Release availability (Model released means that you can furnish Phototake with a printed copy of the release upon request). If you use Model Release numbers or other identification, indicate here.

- **Property Release Available.**

Indicate with PR (Property Released), NR (Not Property Released), or NA (Not Applicable) for Property Release availability. If you use Property Release numbers or other identification, indicate here, e.g., PR-3/03.

- **Orientation.**

H for horizontal or V for vertical. Use H for square format orientation.

- **Format (as submitted to Phototake).**

Physical format—35mm, 6x7, 4x5, 8x10, D (for digital), etc.

CO for color or BW for b/w after the format.

Examples: 35mm CO = 35mm color; 8x10 BW = 8x10 b/w. If all are the same format, you may write “all” after the first entry, e.g., “D CO all” to indicate all are digital color images.

- **Keywords.**

Try including 1 to 5—you may submit up to 10—suggested keywords in separate columns (not comma separated) for Internet search, describing main subject, medical significance, or concept.

Please be specific, and only list terms you think are the most important to find your image. We will use your keywords as a base for keywording your image. Do not use plurals, and only use compound words that are “things” in themselves: “Hot Dog” (the food) is a compound keyword, but a dog that is hot has “Hot” and “Dog” as two separate keywords.

Example: A sheep lymphocyte would have “Lymphocyte” and “Sheep” listed as keywords.

These guidelines are meant to identify information that will sell these images with a minimum of correspondence. We often get questions from clients asking for specific information that is not available in order to sell an image. While we cannot anticipate all such requests, having basic information available at the time of submission will promote the marketability of your images.

It cannot be understated, based on the feedback we have gotten from our clients, how much the quality of information provided with our images increases sales.

Below is the fee schedule for the per image cost for placing an image in our collection. The built-in incentives are to help organize the work done by the contributor in such a manner that will reduce processing costs and shorten the time it takes for images to reach distribution.

Fee Schedule

\$0.00	Per image, for submission of digital hi-res scans, with complete information in a tab delimited text file format
\$5.00	Per image, for submission of images in non-scanned formats, with complete information in tab delimited text file format
\$15.00	Per image, for submission of digital hi-res scans, with information provided in non-text file formats
\$20.00	Per image, for submission of images in non-scanned formats, with information provided in non-text file formats

We look forward to your next submission. Questions and feedback are welcome.

Thank you,
Phototake