

Technical Submission Guidelines

Before you submit any images to the library it is vital to make sure that all of your images meet our requirements, as images that do not pass quality control will not be accepted. Please also take a look at the website as we rarely select images that are very similar to ones already in the library.

Colour Management / Calibration

When working with digital images it is important to have a calibrated monitor. This ensures that everybody else sees your image as you see it. There are many devices available for calibrating your monitor yourself, including the ColorVision Spyder, Pantone Huey, and Eye-One Display. Make sure that the monitor has been running for around half an hour before the calibration process, and that any ambient light is consistent. This should be done every few weeks, as the monitor will change colour over time. It would be wise to calibrate your monitor before processing any high-resolution images. Viewing images against strong colours can trick the eye into seeing colour casts. So set your screen's desktop background to a neutral grey.

1) Submissions

1. Minimum of 50 images :

- Submitted on disc or via our FTP with prior arrangement.
- Image size should be 1000 pixels on the longest side for low res.
- Resolution should be 72dpi.
- Images should be saved in JPEG format, with a quality setting of 8 or higher.
- Please try to group images of the same subject together and named as required.
- Images must be named with the Botanical Name and/or Common Name + Unique Number.
- Plant names and varieties must be included in the image IPTC Description field of the metadata (images are more likely to be selected if the plant has been identified).
- All low-resolution images must have the same colour adjustments as the final high-resolution files.
- All images must have a unique name in the required format.
- All low-resolution images should be in one folder, with no subfolders.
- Files submitted on Disc should be formatted for both Mac and PC.
- DO NOT email images.
- We do not view online galleries as a valid format.
- Discs cannot be returned.

2. 1 x excel document (template available) containing the following fields:

Image ref : Botanical Names : Common Names : Keywords

- Images must be named with the Botanical Name/Common Name + Unique Number.
- Unnamed images are less likely to be selected.
- If you are unsure of the exact botanical variety then leave blank.
- Keywords should be image specific and include locations and dates where applicable.

After the initial selection, high-resolution files will be requested.

If you are unsure if a camera is going to be suitable then please send in some test shots to see if the quality meets our requirements.

We place parts of our collection with other distributors to maximise the potential of the images. Images need to satisfy their demands and be taken with a camera with a minimum of **12 Megapixel**. A 12-megapixel camera produces a **36Mb file** and this is the absolute minimum size required. If your camera produces a 36Mb file try and fill your frame at the time of shooting as cropped images may fall below the desired quality/size. These 36Mb files should be interpolated up to our **minimum 50Mb**.

2) Preparing your high-resolution files for the selected images

Once images are chosen from your submission we expect contributors to supply digital files according to these guidelines, on DVD or via FTP as size 12 Jpegs by prior arrangement.

- High-resolution images must be named exactly as the low res chosen.
- Botanical/Common names must be put in the IPTC Caption Field along with any other information such as location.
- Image specific keywords would be helpful in the Keywords field.
- Please make sure you provide us with people/property releases if they are required for your image.

We reject images for the following reasons:

- Camera shake
- Colour cast
- Compression artefacts
- Contrast too high
- Data loss or corruption
- Digital camera not suitable (12+ mega pixels minimum)
- Dirt, dust or other blemishes
- Effect used that is not visible at web resolutions.
- Excessive sharpening
- Film rebate visible or not cropped
- Interpolation artefacts
- Histogram clipping
- Newton's rings or interference patterns
- Noise (Electronic chroma noise)

- Noticeable retouching
- Out of focus (Unless deliberate)
- Over manipulated
- Poor exposure
- Scanning artefacts
- Soft or lacking definition
- Unsuitable material
- Chromatic aberrations

All images should have the following characteristics:

- **FILE FORMAT:** Jpeg size 12.
- **FILE NAME:** Botanical Name + Unique Number exactly as chosen low res.
- **EMBEDDED COLOUR PROFILE:** Adobe RGB 1998.
- **FILE RESOLUTION:** 300 dpi.
- **RESIZING / INTERPOLATION:** Files under 30Mb after cropping should be **NOT** be interpolated to meet the minimum requirements of 50Mb.
- **COLOUR / BIT DEPTH:** 8 Bit per channel (24 bit).
- **HISTOGRAM CLIPPING:** Not accepted.
- **DUST REMOVAL:** Yes. At 100% magnification.
- **LAYERS / CHANNELS / Etc:** All layers should be flattened, and any additional channels removed.

2.a) Images created Digitally

In addition to the items listed in section 2, images created digitally should also meet the following requirements.

- **FILE SIZE:** Minimum 36Mb uninterpolated but 50Mb+ is Preferred.
- **CROPPING:** Please ensure if you crop an image that the resulting file size is still 30Mb or higher.
- **DO NOT RESIZE OR INTERPOLATE FILES.** Unless using Genuine Fractals, Photoshop CS4+ and Lightroom 2 or most recent versions.
- Images should be captured in **RAW** format and then converted to a Tiff.
- Photographers should store high resolution tiffs and supply size 12 Jpegs.
- **DO NOT ADD SHARPENING OR UNSHARP MASKS** except at a very minimal level.

2.b) Images scanned from transparency or film

In addition to the items listed in section 2, images scanned from transparency or film should also meet the following requirements.

- **FILE SIZE:** Minimum 50Mb – 60Mb Maximum for scans from 35mm. And a maximum of 70mb for medium formats.
- **CROPPING:** Please ensure that all borders are cropped.
- **DO NOT RESIZE OR INTERPOLATE FILES.** Please scan to the maximum size for your format and ensure after cropping etc the minimum file size remains.
- Images should be scanned in **16bit** or higher. All colour adjustments should be done in 16bit before converting to an **8bit** TIFF file.
- Images should be submitted as size 12 Jpegs either on disc or via FTP.

- Do not scan prints. Please scan from the transparency/negative instead.

Send to: Disc -
 Stephen Rafferty
 Library Manager
 65 Brighton Road
 Shoreham-by-Sea
 West Sussex
 BN43 6RE
 UK

FTP -

email our office for details

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