

# RED COVER

PICTURE LIBRARY

interiors + lifestyle gardens food

## GUIDELINES FOR SUBMITTING DIGITAL MATERIAL TO RED COVER

**Before you submit any digital images to the library please send a few sample high-resolution files on a CD following our guidelines below.**

**Please let us know the source of your digital file – i.e. is it scanned from film or shot with a digital camera -please state which model camera – this is very important as our technical requirements differ depending on the source of the file. Make sure you follow the appropriate section of our guidelines.**

- 1) Initially** please submit your digital submissions as low-res JPEG files, A5 (210 x 148mm approx.) size at 72dpi. This makes it quicker and easier for us to select the images we would like to have in the library. Make sure you separate into folders, files from different origins i.e. digitally captured images, different cameras used, scans from film.

Each submission will be registered and a submission reference will be assigned. We will then let you know which images we have chosen and ask you to send them to us in high-res format. **You *must* quote the assigned submission reference when submitting your chosen high-res images.**

**You can send high-res files along with low res. but please burn high-res files on a separate CD and mark it clearly.**

- 2)** Once images are chosen from your submission we ask contributors to supply digital files according to our standards which are rigorous but ultimately un-negotiable.

**a) For those who shoot on film and then scan:**

- File size – 48-55MB, embedded resolution 300dpi.
- File Format – uncompressed tiff, 8 bits/channel, Byte order - PC. Make sure that file extension **tiff** is in low case.
- Colour profile – embedded Adobe RGB 1998. You should set RGB values with black point of no less than 3 and white point of no more than 252 in Output Levels box in Levels Palette Window. It should be done at the stage of Photoshop editing and it ensures that extreme highlight and shadow detail will keep all the information needed to print image at the best possible quality. It also will reduce the possibility of colour banding and clipping within the file.
- Please, take care of histogram, colour balance.

**NOTE:** There is a useful shortcut in Photoshop: open histogram window, hold down the Option (on Mac) or Alt (on PC) key while you click on the white or black point slider, it will show you which

pixels have been clipped (meaning – colour data has been lost) and in which colour channel.

- Image should be spotted at 100% magnification.
- Transparencies should be scanned on Drum scanner or professional equivalent (Imacon) with no USM applied.

**b. For those who shoot digitally:**

Please supply images with the same pixel dimensions as they have when they come out of your camera. This is so that we effectively have a digital negative and can resize or interpolate them as necessary. Digital capture files must be from a camera that can produce (after conversion) tiff files of at least 30Mb but we will accept files from a few approved models like Canon 1D Mark II which produces a 23.5 MB file. Refer to the shortlist of approved cameras. You must shoot at RAW format and then convert images into TIFF in 3rd party software like Photoshop CS and above or Phase 1 Capture 1. That will ensure the quality.

**Please do not resize or interpolate files while converting.**

- File size – 30 MB at least, embedded resolution 300 dpi.
- File Format – uncompressed tiff, 8 bits/channel, Byte order - PC.
- Make sure that file extension **tiff** is in low case.
- Colour profile – embedded Adobe RGB 1998. You should set RGB values with black point of no less than 3 and white point of no more than 252. It should be done at the stage of Photoshop editing and it ensures that extreme highlight and shadow detail will keep all the information needed to print image at the best possible quality. It also will reduce the possibility of colour banding and clipping within the file.
- Please, take care of histogram, colour balance.  
**NOTE:** There is a useful shortcut in Photoshop: open histogram window, hold down the Option (on Mac) or Alt (on PC) key while you click on the white or black point slider, it will show you which pixels have been clipped (meaning – colour data has been lost) and in which colour channel.
- Please don't create any galleries on your CD, just place high-res and low-res files into separate folders.

Shortlist of Approved Cameras:

Nikon digital 35mm SLR: Nikon D200; Nikon D2X; Nikon D2Xs

Canon's digital 35mm SLR: Canon EOS 5D; Canon EOS 30D; Canon EOS 1D Mark II; Canon EOS 1D Mark II N; Canon EOS 1Ds Mark II; Canon EOS 1Ds

**All digital submissions must be accompanied by one of our submission forms, which must be completed and signed – see feature and single image submission guidelines.**