

RED COVER

PICTURE LIBRARY

interiors + lifestyle gardens food

HOW TO SUBMIT SINGLE IMAGES RELATING TO INTERIORS, GARDEN AND FOOD:

- 1) **Single image submission forms:** A submission form **must** accompany your single image submissions. Please ensure each section is correctly filled in and legible so that we can incorporate any credits and restrictions you may have— **if we can't read your writing the form will be returned.**
- 2) Single image submissions **need to be separated if supplied in different formats** (i.e. transparencies, different digital cameras, scans from film) and a single image submission form provided with each. However, if all images are the same medium and of the same subject, they can be grouped together with one form.
- 3) **Single images relating to Interiors:** Where applicable single images of interiors should be captioned with information such as the owners name and any other relevant details such as: artist / architect / designer / couturier / decorator, country of origin, hotel. B&B, shop etc.
- 4) **Single images relating to gardens:** All single images should be individually captioned. Please let us know the name of the garden, the owner's names, the names of the plants (not all the plants, just the relevant ones) in both Latin and common names (where applicable), the time of the year it was photographed and is the garden affiliated with the NGS
- 5) **Single images relating to food:** Single images of food should be individually captioned, for instance: the name of the dish, the name of the ingredient, the country the dish relates to.

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