

Submission Guidelines

As a rapidly expanding library, we are always interested in seeing submissions from photographers who are new to us.

Having gained an excellent reputation for premium quality pictures, we only accept those images which comply with our recognised high standards.

To determine this we need, initially, to see a portfolio of 200-300 images from you in order to give us an idea of your coverage and general standard. These images should portray a cross-section of your work and be consistent with any possible future submissions.

We are very serious about our selection process. You should, therefore, consider your pictures to be well composed and technically perfect before submitting them to us. Travel Library photographers are encouraged to maintain a degree of excellence and must be as equally committed in their approach to us as we will be in representing them.

We only accept images in **digital format**. These would have either been originated within a digital SLR camera shot in **RAW format**, and saved as **Tiff**, or scanned from transparencies to **60mb min and saved as Tiff**. We are happy to view transparencies, but those selected will require scanning after editing at the cost of the photographer.

Digital Submissions

Please forward your **submissions of TIFF images** on a CD or DVD formatted for Windows platform PC using the guidelines in the table below.

Editable Submission Specification	Photographer Requirements	Explanation
Format	TIFF	No Compression
Resolution	300 dpi	Industry standard
Colour space and profile and Bits per channel.	Adobe RGB 1998 / 8 bits	Industry standard
Interpolation	None	This can degrade the quality of the image
Filesize (megabytes) and Dimensions (px)	Digital Cameras = 24mb min Scans = 60mb	Digital camera images should be submitted at the size taken by the camera. Scans length no less than 4950 x rest in proportion.
Cleaning	Fully cleaned at 100% in Photoshop	Unclean images will be rejected
Labeling	No more than 8 Characters	Including spaces and underscores, no special characters.
Captioning	Fully Captioned in file/info	Refer to Technical Specifications PDF.
Media	Burn to CD or DVD formatted for PC (ISO 9660) and Labeled	Must be labelled with Name, e-mail, number of images on media, and folders on media must be named DIGI for Digital Camera images and SCAN for scanned images

Digital Camera Notes

Please read Technical Specifications PDF for full details of the requirements when shooting and saving Digital Camera images. This can be downloaded from the photographers section on the website.

- Digital camera files must have been shot in RAW format, on Digital SLR's only, the minimum file size being 24mb when saved as Tiff.
- Only TIFF's should be submitted at all times.
- These must be fully cleaned and colour managed and fully captioned

Scanning Notes

Please read Technical Specifications PDF for full details of the requirements when scanning High Resolution Tiffs. These can be downloaded from the photographers' section on the website.

- If you are supplying scans from transparencies, you should scan to 60mb minimum and save as Tiffs.
- Only TIFF's should be submitted at all times.
- These must be fully cleaned and colour managed and fully captioned
- This will allow us to evaluate your images on quality as well as subject and composition.

Hi Resolution Notes

TIFF's must be saved directly from the RAW camera files at 300 dpi, using Adobe RGB 1998 or scanned to 60mb minimum from the original transparency, converted to 300 dpi, in Adobe 1998 RGB and saved as Tiff.

Please feel free to edit in 16bit but final images that are submitted must be converted to 8 bit.

Refer to the Technical Specifications PDF for details on scanning High Resolutions Tiffs.

Transparency Submissions

Should you be submitting transparencies, then please arrange them in clear, flat plastic sheets for ease of viewing and handling. Do not send individually cut transparencies or mounted slides in slide boxes as this drastically slows down the editing process. Also, never send transparencies in glass mounts as they could break in the post damaging the pictures.

When we have completed the edit we will return all of the transparencies to you indicating which ones that we would like scanned. Any selected images are to be *scanned and the cost met by the Photographer*.

Black and White Images

We do accept black and white images. These images must either be:

- Shot digitally in black and white
- Scanned from black and white film
- Scanned from colour transparency and converted to black and white

However, black and white negatives will not be accepted. Black and white images must still be submitted in Adobe RGB 1998 at 60mb as a TIFF.

Captioning Notes

All images need to be captioned in file/info. Any submissions lacking captions in the required way, as per the specifications will be returned prior to any images being selected.

To avoid duplication of workload, caption your images at the Tiff stage to avoid re-captioning at a later point.

Captioning details are contained within the Technical Specifications PDF. This can be downloaded from the photographers' page on the website.

Labelling Notes

Images must be **fully cleaned** and **technically perfect** upon submission or you will risk rejection of your images.

Each image file in your submission must be labelled with no more than 8 Characters. Each CD must also be clearly labelled with your name, e-mail, the number of images on the media, and the code corresponding to type of digital image:

DIGI = Digital Camera
SCAN = Scans

Alternately the folders on the CD can be named using the codes above, saving on the amount of CD/DVD's used.

Remember that your CD or DVD must be readable by a Windows Platform PC.

In the case of transparencies, each transparency is to be labelled with a number and an accompanying spreadsheet with the transparency number and caption info alongside, unless each transparency already holds its own caption.

Delivery Notes

Please send your submission to us by Registered Post if within the UK, or alternatively endorsed post or courier if overseas. **Please ensure that you enclose return postage/courier charges in the form of a cheque, postal or money order of a sufficient amount to cover this return.** Alternatively, you may prefer to supply a suitably sized self-stamped and addressed jiffy bag or envelope. **Please note that we will not return submissions unless prepayment for this is made.**

Should you wish to personally deliver and collect your submission from our office, then this may be done during normal working hours which are Monday - Friday between 9.00am and 5.30pm. **Please note, however, that because of restraints on our time we are not in a position to edit and evaluate submissions on the spot.**

All proper care and attention will be given to your work whilst in our possession. It is, however, the photographer's responsibility to insure all images against loss or damage as The Travel Library Ltd accepts no liability for any loss or damage to a photographer's work however caused. This same condition would apply should you become a successful contributor to the library although, in accordance with the BAPLA (British Association of Picture Libraries and Agencies) Code of Conduct, we would seek to secure appropriate compensation for loss or damage of a transparency by a client.

Confirmation of Receipt

Receipt of your submission will be acknowledged by post or e-mail and allocated a submission number which you should refer to in any communication with us. Depending upon the prevailing workload, we aim to evaluate submissions within two weeks of receipt.

Contract

Providing your submission meets our requirements and standards, we will send you two copies of our standard contract

A sample contract is available for download in PDF form from the photographer's page on the website.

Upon receipt please sign both copies and return one to us. We will then fully edit your submission retaining the most suitable images and will also return to you those images which we feel would be surplus to requirements.

The minimum period for retention of your images in the library is 5 years. It is important to appreciate that in order to market your work and have it available on line 24/7 that it must be presented in compliance with the foregoing criteria in order to maximise potential sales to a worldwide audience.

Return of Submissions

In the event of your work not meeting our criteria or, if for any reason you feel unable to proceed, then we would return your submission in full as soon as possible.

In the case of CD or DVD submissions, these will not be returned. These will be safely disposed off.



images to wake the senses

Acceptance of Images

Once contractual formalities have been completed together with the initial edit, we then set about the task of adding your pictures to our website. All images are captioned, keyworded, barcoded, added to the database and then loaded to our website. During the course of the submission and edit you will be issued with a detailed list of your original filenames for your records and upon request the travel library barcodes related to them.

We trust you have found this information useful in preparing your initial submission which we look forward to receiving at your earliest convenience.