

Scottish Viewpoint Contributor Guidelines and Image File Requirements

We advise all photographers who are planning to photograph in a specific location or theme around Scotland to first look on the <http://www.scottishviewpoint.com> website. Here you will see what kind of images we already have on offer.

If after shooting you are convinced that your images are of a higher technical standard, or are a new interpretation or were shot in better weather conditions than the images that we already have, we would love to see them.

Scottish Viewpoint is the largest, specialist source of Scotland specific stock imagery in the world. We present our clients with a diverse range of quality images covering all categories and subjects specific to Scotland. The level of photographic quality and creativity of our images is very important to user experience and customer satisfaction. In order to continue to offer the highest standards, we have created contributor guidelines as outlined below. Please follow these carefully while preparing your contribution.

Digital Images should be created using a 12 Megapixel or higher resolution DSLR camera. Images should be captured using the in-camera RAW format option. Camera colour setting should be set for Adobe 1998 RGB.

When selecting the best images for your contribution, please inspect them on screen at 100% or a 1:1 ratio. Once selected the camera RAW file should be adjusted to have highlight levels no brighter than level 250 and shadows no darker than level 5. Any colour cast corrections should be adjusted in the RAW format file.

When RAW file adjustments are completed, convert, re-size and save to Tiff, 50MB. All images must be 300dpi (dots per inch). Colour mode must be 24 bit RGB (8 bits per channel). "Adobe RGB (1998)" must be embedded in all images.

Any necessary retouching should be made using this Tiff file, please avoid excessive cropping. Also, please avoid oversaturation of colours and un-sharp masking should be kept to a minimum. Any retouching or image manipulation that you have done should not be visible to the viewer of the image.

Images must be cleaned and flattened and should not contain any dust, dirt, hairs or moirés or any guides, layers, paths or extra channels. For commercial / advertising usages all logos and branding should be removed from the image. Car and vehicle number plates should be made un-readable.

After retouching and corrections are completed, the Tiff image should be saved to JPEG using Max quality (Level 12) compression. This is the file we would like you to send to us. Please make sure that each image you supply has a unique file name. This image name should never be used again for any future image that you contribute.

We advise all contributors to keep a backup of your original Tiff or Photoshop file. LZW Compression should not be used on Tiff files.

(For scans made from analogue originals, please use a high-end scanner and follow the same guidelines as above). Highlight and shadow values should be kept to within 5-250 ranges: (Click Image>Adjustments>Levels, change the output levels to 5 and 250)

All images depicting the likeness of a person, famous or otherwise, require a release. Note that the person need not be the main focus of the image or have their face visible to be identifiable. Please provide property releases if available. Digital Model and Property releases should be supplied in PDF format. (Please request copies of our standard Model and Property release documents).

If you possess Model and Property releases for images that we already have on file, please send us a scanned version in PDF.

Finally please provide IPTC standard, file information (Metadata) for each image submitted.

Format example: -

Document title/ Object Name: (Original file name)

Author, Byline: (Photographer)

Headline, Title: (e.g. Edinburgh Castle illuminated at night)

Keywords: (e.g. Edinburgh, Castle, Scotland, Lothian, city, illuminated, lights, night, evening, winter etc)

Special instructions: (Model Release and or Property Release availability) plus your unique model release number (Bill_21_DEC_2013_A)

Please follow the guidelines above carefully. Contributions that differ from these guidelines will affect our system and cannot be considered for inclusion the the picture library.

Summary of requirements: -

All image files should be minimum of 50MB files when opened.

All images should be viewed by you at 100% to control if any dust or if any retouching you have done is visible.

All images must have the Adobe 1998 RGB colour profile embedded.

All images should have highlight values no higher than 250 and shadow values no lower than 5. *In Photoshop Click (Image>Adjustments>Levels, change the Output levels from 0 to 5 and 255 to 250)*

All images should then be saved at Max JPEG (level 12) compression before sending to us.

If you have any questions regarding these guidelines please contact us at photographers@scottishviewpoint.com