

CONTACT INFO

PO Box 668
Boonville, NC 27011
PH: 336-367-6914
FAX: 336-367-6313
E-MAIL: info@whitlineink.com

photo submission guidelines

Connections magazine accepts digital photos provided they meet certain guidelines. Many submitted files don't meet the requirements and aren't usable for high-end print production. Always submit the best quality photo that's available. E-mail Scott Whitaker at scott@whitlineink.com or phone 336-367-6914 with any questions.

FILM: If submitting traditional film-based photos, please submit the original slide or transparency, negative, or a high quality print. Identifying these with a "sticky" note on the edge of a transparency or negative or on the back of a print works best. Avoid photo copies, amateur snapshots (unless sharp with good exposure), and Polaroids.

DIGITAL: If submitting electronic digital photos, please submit the most original digital file available (usually named as a file number).

- a) **Format:** We can accept RAW, tiff (.TIF) or jpeg (.JPG) files. We accept jpegs because this is the most common file type generated by digital cameras, but the quality setting is critical. Jpeg photos should be taken at the camera's highest quality setting (maximum quality, minimum compression, and largest file size) if possible. These settings result in a fewer number of photos that will fit on digital camera's storage media, but they create a better quality file. Smaller files are generally overly compressed and contain unwanted "artifacts." Also, please do not re-save original jpeg files if possible as this gradually degrades image quality.
- b) **Resolution:** Whitline Ink will determine if the file has sufficient image resolution. Do not enlarge images without professional knowledge of the resolution/file size relationship. Avoid "screen captures" or "frame grabs" and amateur snapshots (unless sharp with good exposure).
- c) **Image editing:** Please do not edit images. Whitline Ink will do all adjustments and image corrections. Please do not add text or layers to submitted files.
- d) **Photo file identification:** Only rename image files instead of re-saving them if possible as re-saving jpeg files gradually degrades image quality.
- e) **Submission method:** Because of occasional file corruptions during electronic transmissions, please limit the e-mail size to 10mb if possible. Send digital images in separate e-mails if necessary. Zip disks (100, 250, and 750 mb), CDs, DVDs, and flash (jump) drives are acceptable if mailing the images.

ALL IMAGES: Copyrighted photos should not be used without written permission of the copyright holder (generally the creator or source of the original photo). When photos are supplied, permission to use them is implied, so be sure to address this with the copyright holder and make Whitline Ink aware of any related issues, concerns, or appropriate photo credits.

Remember to always submit the most original, best quality photo that's available!

