

fotOLIBRA

Submission Guidelines

VERSION 6.0

INCLUDES GUIDELINES FOR HISTORIC IMAGES



'Some Photoshop® manipulation is acceptable'



WARNING

Things change quickly in the digital world. What we propose in this document may be obsolete or superseded within a year. At the time of writing, these are the preferred specifications for preparing and uploading image files to *fotoLIBRA*.

Always ensure you have the latest Submission Guidelines to hand. This is Version 6.0, released 2010-07-01.

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MINIMUM UPLOAD REQUIREMENTS

- IMAGES MUST BE UNCOMPRESSED (LEVEL 12) JPEGs (OR TIFFS)
- THE IMAGE'S SHORTER DIMENSION MUST BE AT LEAST 1750 PIXELS
- IMAGE FILE SIZE MUST BE GREATER THAN 1024 KB (1 MB) AND LESS THAN 100 MB
- IMAGES MUST BE IN RGB OR GREYSCALE
- IMAGES MUST BE 8-BIT
- IMAGES MUST BE 300 PPI

fotolibra Submission Guidelines

for Member Photographers

VERSION 6.0

includes *Historic Images*

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The ideal image upload to *fotoLIBRA* is a JPEG with a pixel dimension of 5100 x 3300 or greater. We do accept TIFF uploads, but they are automatically converted to JPEGs. TIFF storage may be arranged by prior agreement.

This equates to a first save Level 12 quality 12 MB JPEG or a 48 MB TIFF with LZW compression; see [COMPRESSION](#).

There is little demand for file sizes over 50 MB, and no demand for files smaller than 1 MB. However, we can accept JPEGs and TIFFs between 1 MB (at least 1750 x 1750 pixels) and 100 MB. Complete details are given in this document.

8 BIT OR 16 BIT

We only accept 8 bit. 16 bit files take up considerably more storage space for a minor gain in quality which most of today's publishers do not utilize. Most photo printing services cannot handle 16 bit images. More importantly, picture buyers have the option to compress any remaining TIFF files as JPEGs before downloading them from the site, and 16 bit files cannot be compressed as JPEGs. Equipment that claims to be 24 bit is actually 8 bit. Marketing people combine the 8-bit Red, Green & Blue color channels: $3 \times 8 = 24$.

300 PPI

Images must be exactly 300 ppi to be uploaded to *fotoLIBRA*. You can change the resolution easily in any photo-editing software, such as the one that came with your camera. In Adobe Photoshop, go to Image> Image Size> UNCHECK the Resample Image button and change the Resolution to 300 pixels / inch. 118 pixels / centimetre is the same resolution. Save the image. If you go to File> Automate> Batch you can apply this to all your images. [MORE INFO HERE](#).

BORN DIGITAL

Digital cameras really need to be capable of 10 megapixels or more to be able to answer the majority of *fotoLIBRA* Picture Calls. Submissions with fewer megapixels may still be uploaded to *fotoLIBRA* — many Picture Calls specify lower file sizes and we can accept images from 1750 x 1750 pixels upwards for the stock library. See [PIXEL DIMENSIONS](#).

CAPTIONS & KEYWORDS

Captions Panel

This field is limited to 36 characters, so you must be succinct. The caption must simply describe what the picture represents. Avoid jokes or puns in the caption. "Camel head on" has a far greater chance of being found by a picture researcher than "You lookin' at me?"

Keywords Panel

Name the contents of each picture in detail, with names, dates, locations, country, colours, objects, references; using only single nouns, verbs, adjectives and adverbs so they can be easily and correctly translated into other languages. Separate single words and phrases with [semi-colon, space], e.g. *Tower of London; fortress; monument; ancient*;etc. Quote marks are deprecated. Always use the correct binomial (scientific) names for fauna and flora. Use the IPSV codes for images taken in the U.K. **Images with fewer than four keywords are automatically rejected.** The Keywords field is limited to 1024 characters, about 150 words. Insufficiently detailed keywords inhibit picture sales, but avoid using terms which are not relevant. Do not write sentences or a narrative in the Keywords. Put these in the Description.

Description Panel

This field allows you to give additional information about the image in narrative form that you feel will help a researcher / buyer. See ADDITIONAL METADATA for extra tips to help your images get picked up by picture buyers.

TypoChecker

fotolibra's automatic TypoChecker will pick up on common spelling mistakes such as 'lilly' and 'Manhattan' and will offer suggestions. It will not differentiate between homonyms such as *rain* and *reign*. Please check your spelling with great care, and read through your TypoChecker results carefully after uploading.

CD/DVD UPLOADS

Uploading to fotolibra is free, so if you want us to handle your uploads for you a small fee will be payable. Please go to <https://www.fotolibra.com/seller/portfolio/upload/dvd.php>. You must be a signed-in Pro or Platinum Member.

CMYK

Cyan, Magenta, Yellow, Black (or Key), the four colour print process for reflective full colour. DON'T USE THIS. Make sure your image files are in the Adobe (1998) RGB profile before uploading.

COLLECTIONS

Single Collections must not contain more than 250 images, and preferably fewer than 200. If you have a large collection of images of the same subject, break them up into numbered collections, e.g. *Architectural Follies 01, Architectural Follies 02, Architectural Follies 03* etc. Collections are for your own convenience. They are not seen as such by buyers.

COMPRESSION

Digital files can be compressed to make them smaller. fotolibra accepts uncompressed JPEGs (Joint Photographers' Expert Group) at Level 12. The JPEG is a 'lossy' compression which means that every time a JPEG is saved, even if no alterations are made to the file, there is a slight data loss. TIFFs (Tagged Image

File Format) can be compressed using LZW (Lempel-Ziv-Welch, a lossless compression algorithm), and will be converted to Level 12 JPEGs after uploading to *fotolibra*.

COPYRIGHT

Copyright of both Rights Managed and Royalty Free images remains with the photographer. When a member's work is sold and used, we advise the member of the usage rights purchased and by whom. We always request voucher copies, which are supplied at the discretion of the purchaser. We ask for copyright lines to appear in this style: ©Megan Jones / *fotolibra*. You must not use a web address as your photographer name.

COLOR SPACE

See [PROFILE](#)

DPI / PPI

Dots per inch / pixels per inch. Not exactly the same, but near enough. Always save your images at 300 ppi before uploading to *fotolibra*. [MORE INFO HERE.](#)

FILE NAMES

fotolibra refers to stored files by their image IDs which are automatically allocated on upload. Your original files can be named what you like, except for punctuation and characters such as #/!+*(±\$ etc. These file names are kept but not used in the *fotolibra* system.

FILE FORMATS

We accept the JPEG file format. JPEGs must be Level 12 (highest quality) and must only have been saved once. We also accept TIFFs, which we will convert to Level 12 JPEGs after upload.

FILE SIZES

Our preferred file size is based on pixel dimensions, and should match or exceed 5100 x 3300. This is based on a 12 MB JPEG Level 12, saved only once before upload. If your digital camera sensor (CCD, CMOS) is not capable of this resolution, you can still upload images to *fotolibra*, but they may not necessarily qualify for all Picture Calls. *fotolibra* can accept files between 1 MB (at least 1750 x 1750 pixels) and 100 MB in size. Attempts to upload files outside these limits will result in failure.

FILM SUBMISSIONS

We do not directly accept film, negatives, transparencies or prints. All images must be digitised according to the guidelines set out in this document before they can be uploaded to *fotolibra*.

GENUINE FRACTALS®

see [MANIPULATION](#)

INTERPOLATION

see [MANIPULATION](#)

IPSV

Stands for Integrated Public Sector Vocabulary. Over 8,000 codes used to define image subjects to assist in making sales to UK government and local authorities. [MORE INFO HERE.](#)

IPTC

see [METADATA](#)

LICENSING

fotoLIBRA acts as an agent on behalf of its members, and licenses image use to picture buyers. Rights Managed images have specific conditions of sale and may not be used outside those terms, while Royalty Free images are sold for unrestricted use apart from the right to sell the image on, or give it away.

MANIPULATION

Interpolation

Artificially increasing the number of pixels to enlarge the file size is deprecated, but very occasionally necessary to fulfil production requirements. This should not be done unless a buyer demands it and you know exactly what you are doing. This is detectable in an image file.

Genuine Fractals

If interpolation is unavoidable, Genuine Fractals is the market leader, although Adobe Creative Suite's Bicubic Smoother offers acceptable performance.

Levels

Levels may be adjusted by sliding off any blank areas in the image histogram.

Adobe Photoshop®

Retouching and cleaning is permissible, as are careful adjustments of levels, curves, hue and saturation.

Sharpening

Please do not apply sharpening. This will be done at the pre-press stage by the purchaser of the picture if required. In-camera sharpening is permitted.

RAW

Shoot in RAW and adjust white balance and other essentials before converting RAW formats to JPEG.

MEGAPIXELS

Digital cameras with fewer than 10 megapixels are unlikely to be able to participate in every one of *fotoLIBRA*'s Picture Calls. A smaller camera will not rule work out from contention for other sales, or as stock imagery from

the site. Do not confuse Megapixels with Megabytes.

METADATA ...

XMP DESCRIPTION PANEL The following Metadata should be embedded in images uploaded to **fotolibRA**:

Document Title: This is the Caption of the image, limited to 36 characters.

Author: This is the name of the Photographer.

Description: This should be a prose description of the image. **fotolibRA** displays this data in the Description panel under Preview images.

Rating: This is not currently mapped to **fotolibRA**.

Keywords: This is a list of individual key words that best describe the image, separated by commas or semi-colons, and it maps to **fotolibRA** keywords. This is searchable.

The last three fields will be automatically filled in for you by **fotolibRA**.

Copyright Status: We will mark this as: Copyrighted.

Copyright Notice: We will mark this as: "Copyright YourFirstName YourLastName / **fotolibRA**."

Copyright Info URL: We will mark this as: "http://www.fotolibRA.com"

The XMP 'Description' MetaData Panel in Adobe Photoshop

The screenshot shows the XMP Description Metadata Panel for a file named 'Snowdon.jpg'. The panel includes the following fields:

- Document Title:** Snowdon through a window
- Author:** Jacqui Norman
- Description:** A distant view of Snowdon on a mild January afternoon from Murrur-y-Don in Harlech.
- Rating:** 4 stars
- Description Writer:** Jacqui Norman
- Keywords:** mountains, window, peak; summit, casement, pane; mullion; Snowdon; Snowdonia; Harlech; Snowydrô; Snowdonia National Park; Yr Wyddfa; Cymru; Wales; UK; Europe; sunshine; evening; winter; view; vista
- Copyright Status:** Copyrighted
- Copyright Notice:** ©Jacqui Norman / fotolibRA. All rights reserved
- Copyright Info URL:** http://www.fotolibra.com

Callout boxes provide additional information for each field:

- Document Title:** maps to CAPTION field in fotolibRA. Maximum 36 characters
- Description:** maps to DESCRIPTION field in fotolibRA. Not indexed
- Keywords:** maps to KEYWORDS field in fotolibRA. Separate with commas or semi-colons
- Copyright Notice:** mark as © FirstName Lastname / fotolibRA
- Author:** maps to PHOTOGRAPHER field in fotolibRA. Indexed
- Description Writer:** maps to PHOTOGRAPHER field in fotolibRA. Not indexed
- Copyright Status:** Mark as Copyrighted
- Copyright Info URL:** mark as 'http://www.fotolibRA.com'

Further Metadata Information

Adobe does not use the official naming standards for IPTC fields in Photoshop when it comes to Author & Author Title. These map to the official fields of 'byline' and 'artist'.

Caption: If the IPTC: document_title field has been set, this maps to fotolibRA: Caption.

If the IPTC: document_title field has not been set, and the IPTC: description field has been set, this then maps to fotolibRA: Caption. If neither have been set, nothing is set in the fotolibRA: Caption field.

Creator: If the IPTC: artist field has been set, this maps to fotolibRA: Photographer. If this is not true and if the IPTC: byline field has been set, this maps to fotolibRA: Photographer. If this is not true and if the IPTC: description_writer field has been set, this maps to fotolibRA: Photographer. If neither is true, nothing is set in the fotolibRA: Photographer field.

Author Title: does not map.

METADATA: BAPLA / PIC4PRESS PANEL After completing the xmp DESCRIPTION PANEL, the only additional data you need enter is: Licensing Information > Date Created: maps to Date taken. The BAPLA / Pic4Press xmp metadata panel maps several of the fields from the standard


The XMP 'BAPLA / Pic4Press' MetaData Panel in Adobe Photoshop

The screenshot shows the XMP 'BAPLA / Pic4Press' MetaData Panel for the file 'Snowdon.jpg'. The panel is divided into several sections: 'KEY FIELDS', 'PUBLISHING INFORMATION', and 'LICENSING INFORMATION'. A central blue starburst graphic reads 'NOT YET CSS5 READY'. Red callout boxes provide instructions for various fields:

- Document title:** maps to fotolibRA caption (points to the Title field: 'Snowdon through a window')
- Credit:** input your FirstName LastName here (points to the Credit field: 'Jacqui Norman')
- Creator:** data is copied over from XMP Description panel (points to the Creator field: 'Jacqui Norman')
- © Status:** mark as Copyrighted (points to the © Status dropdown: 'Copyrighted')
- Instructions:** specify any usage restrictions here (points to the Instructions field)
- Copyright Notice:** mark as © FirstName LastName / fotolibRA (points to the Copyright Notice field: '©2009 Jacqui Norman / fotolibra. All Rights Reserved')
- Description:** maps to Description panel in Preview image mode. Not searchable (points to the Description field: 'A view of Snowdon in Wales taken from Harlech on a January afternoon.'
- Publishing Information:** for purchaser use only. Do not fill in these fields (points to the Headline field)
- Licensing contact:** data is copied over from XMP Description Panel (points to the Licensing Contact URL field: 'http://www.fotolibra.com')
- Date Created:** input date of image as dd/mm/yy (points to the Date Created field: '9/11/09')

xmp Description panel by default. Use the Description panel first. Date Created chooses the confusing format of dd/mm/yy rather than the *fotOLIBRA* preferred yyyy/mm/dd. The panel can be downloaded from <http://www.fotOLIBRA.com/about/seller/metadata.php>. **It is not compatible with Adobe CSS at the time of writing.**

ADDITIONAL METADATA

After uploading images and adding the relevant captions and keywords, you can add additional metadata by clicking on the Edit Image icon  and choosing from a selection of descriptive options including Mood, Point of View, Setting, Ages, Ethnicities, Number of People and others.

PHOTOSHOP®

see **MANIPULATION**

PIXEL DIMENSIONS

The minimum Pixel Dimensions acceptable by *fotOLIBRA* are 1750 x 1750. The optimum is 5100 x 3300. Pixel dimensions are more important than filesize. The ideal for a digital picture library is to be able to supply images that print perfectly in four colour CMYK printing at A3 or Tabloid paper size. This means they should offer the following pixel dimensions. Do not confuse MegaPixels / MP (the number of pixels in the image) with MegaBytes / MB (the file size).

Paper Size	Pixels	MegaPixels	Page Size mm	Page Size ins
A3 (Europe)	4962 x 3507	17.4 MP	420 x 297	16.54 x 11.69
Tabloid (N. America)	5100 x 3300	16.8 MP	432 x 279	17 x 11
A4	3507 x 2480	8.69 MP	297 x 210	11.69 x 8.27
A5	2480 x 1748	4.33 MP	210 x 148	8.27 x 5.83

POSTAL ADDRESS

fotOLIBRA, Murmur-y-Don, Harlech LL46 2RA, Wales.

PROFILE

Use Adobe (1998) RGB. *fotOLIBRA* will create Thumbnails and Previews from uploaded images and display them in sRGB for maximum on-screen clarity. When images are sold the original file is sent out as Adobe (1998) RGB.

PROHIBITED UPLOADS

Pornography, images with frames, images with

text imposed on the image, images with watermarks.

RAW

see [MANIPULATION](#)

REPRODUCTION RIGHTS

see [LICENSING](#)

RGB

Stands for Red Green Blue, which are the three colours used for additive full colour, the sort you get transmitted from a TV or computer screen. Image files uploaded to *fotoLIBRA* must be in RGB, not CMYK.

RIGHTS MANAGED

see <http://www.fotolibra.com/about/seller/rights-managed.php>

ROYALTY FREE

see <http://www.fotolibra.com/about/seller/rights-managed.php>. RF images must have model and property releases where applicable, and the shortest side must be 5025 pixels minimum. They must be exclusive to *fotoLIBRA* or another full service stock agency. They cannot be made available through microstock.

SCANS FROM TRANSPARENCIES OR NEGATIVES

Images should be scanned using a high quality film scanner or produced by a bureau. Submissions from 35mm film should be scanned at a resolution of 1200 or 2400 and at a scale of 300%, resulting in a file in the region of 48 MB @ 300 ppi. Files should then be saved with the color profile Adobe (1998) RGB as JPEGs at Level 12 Maximum Quality. Do not scan from prints unless the original negative is not available.

SHARPENING

see [MANIPULATION](#)

SUBJECTS

fotoLIBRA is a global picture library, and its subjects are universal. In order to assist buyers in finding images there needs to be a regulated structure, so we have provided a taxonomy matrix to assist members in categorising their work. The full list can be found at the end of these guidelines.

UPLOADS

fotoLIBRA offers three easy methods to upload images to the site, detailed here. They are:

- 1) *fotoLIBRA* DND (Drag 'n' Drop) & Checker. FREE. The recommended (and easiest) method. Up to a hundred images can be uploaded at one time. Version 2.1 checks and validates your files before upload — see the bottom of this section. You have 14 days in which to caption and keyword your images.

- 2) FileChucker HTML upload on the site. FREE. Up to five images at a time.
- 3) CDs and DVDs. Pro and Platinum Members only. Handling charge applies.

FAST TRACK UPLOADING This is the quickest way to get your early pictures up on *fotoLIBRA*. Later you'll find that the *fotoLIBRA* DND is the fastest and most flexible upload method, but we know you want to see your pictures on site right now.

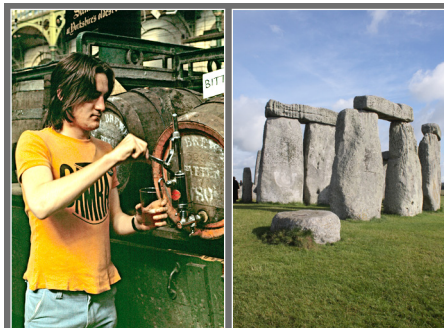
1. Sign in
2. Click the Portfolio tab in your Control Center
3. Click 'Upload images' at the top of the left hand column
4. Click on *fotoLIBRA* FileChucker under the Upload Options
5. Browse your hard disk for up to five pictures to upload
6. Click Begin Upload
7. A bar will show you your percentage upload, the size of the file and the time remaining. The upload speed will depend on the speed of your own connection to the internet, not on *fotoLIBRA*'s servers
8. When you get the 'Image successfully added' message, click on Manage Collections in the left hand column
9. Click the "Process" button and you will be shown all the images that are ready to be captioned and keyworded
10. You will probably see the message "We are still processing one or more of your images. They will be shortly be available for captioning and keywording."
11. Once the message disappears, clicking on a thumbnail will show you the Edit Image page. Once this is completed and you've clicked Save, the image will then become live

DND UPLOAD CHECKER Version 2.1 of the *fotoLIBRA* Drag 'n' Drop Upload Application checks and validates images as soon as they are dragged into the window to ensure they meet *fotoLIBRA*'s upload criteria. This prevents error messages appearing after a long time spent uploading.

fotOLIBRA

Submission Guidelines

for Historic Images



✓ Photograph taken in 1974. OK to upload to Historic Portfolio.

✗ Photograph taken in 2009. Not OK for the Historic Portfolio.

HISTORIC IMAGES

fotOLIBRA defines an historic image as one taken between the birth of photography and January 1st 1980. The subject is not relevant, so for example photographs of Concorde or the Space Shuttle Enterprise taken before 1980 are acceptable, while photographs of the 7th century Staffordshire Hoard or Stonehenge taken after 1980 are not.

DATES

Images uploaded to your Historic Portfolio MUST be dated. You have the facility to input the precise date the photograph was taken as YYYY-MM-DD. We realise that only happens in an ideal world, so if you are unsure of the date you can put in the year or even the decade. Undated images will be diverted to your regular account, as will all images dated on or after 1980-01-01.

SCANNING

Historic images are not born digital, which means they have to be scanned before they can be uploaded to *fotoLIBRA*. Most commercial scanners nowadays will do an adequate job. If you scan your own prints and transparencies, there is an easy way to improve your scanning capabilities by buying Hamrick Software's *Vuescan* software and using it instead of the proprietary software bundled with your machine. There are many websites offering scanning advice; read them. You can also use a commercial scanning bureau. We have had good reports of On Asia and Easy Retouch, and there are many more.

RIGHTS MANAGED

Only Rights Managed images are accepted — there is no option to upload Royalty Free images to your Historic Portfolio. If you have an historic image with full clearances which you wish to market as a Royalty Free image, it should be uploaded to your regular *fotoLIBRA* account.

MODEL RELEASES

Model Releases for images taken after 1950 will improve the chances of a sale.

COPYRIGHT

The Heritage Member must own the copyright of the images he uploads or have the authority of the copyright holder, unless copyright has expired (see the **COPYRIGHT** section).

BORN DIGITAL

Images which are post-1980 or born digital are illegal uploads to Heritage membership accounts, and will be moved to your regular account or deleted if that takes you over your quota. You will receive an alert from *fotoLIBRA*. Repeated illegal uploads could result in the suspension of your account.

MOVING COLLECTIONS

If you want to move entire Collections of pre-1980 images from your existing Portfolio into your Historic Portfolio, *fotoLIBRA* will do this for you for free. Every image in the transferred Collection must be pre-1980, no RF images, and there can be no more than 200 images in any one Collection. To request this, email Support with your Member ID and the relevant Collection ID.

SUPPORT

Even though *fotoLIBRA*'s Heritage Membership is a completely free service we still offer support. Members must give their Member ID, which is found in Control Centre> My Details> Contact Details.

fotOLIBRA

TAXONOMY MATRIX

Animals Amphibians

Animals Birds

Animals Farm

Animals Fish

Animals Insects

Animals Invertebrates

Animals Mammals

Animals Pets

Animals Prehistoric

Animals Reptiles

Animals Wildlife

Architecture Ancient

Architecture Bridges

Architecture Buildings

Architecture Canals

Architecture Castles

Architecture Domestic

Architecture Follies

Architecture Industrial

Architecture Monuments

Architecture Palaces

Architecture Public

Architecture Religious

Architecture Towns & Cities

Architecture Tunnels

Arts Abstracts

Arts Aesthetics

Arts Cartoons

Arts Ceramics

Arts Cinema

Arts Crafts

Arts Dance

Arts Drama

Arts Fine Art

Arts Glass

Arts Music

Arts Outsider Art

Arts Painting

Arts Sculpture

Arts Still Life

Arts Theatre

Design Advertising

Design Fashion

Design Graphics

Design Illustrations

Design Jewellery

Design Maps

Design Textile

Design Typography

Events Ceremonies

Events Disasters

Events Family

Events Festivals

Events National

Events News

Events Parties

Events Protest

Events State

Events Wars

Health Diet

Health Disability

Health Disease

Health Emergency Services

Health Fitness

Health Gyms

Health Hospitals

Health Medical

Health Old Age

Heritage Antiques

Heritage Archaeology

Heritage Conservation

Heritage Environment

Heritage History

Heritage Industrial

Heritage Manuscripts

Leisure Boating

Leisure Camping

Leisure Clubs

Leisure Collecting

Leisure Crafts

Leisure Cycling

Leisure DIY

Leisure Exploration

Leisure Fishing

Leisure Games

Leisure Gardening

Leisure Hobbies

Leisure TV & Movies

Leisure Walking

Lifestyle Books

Lifestyle Computers

Lifestyle Cookery

Lifestyle Entertainment

Lifestyle Food & Drink

Lifestyle Furniture

Lifestyle Holidays

Lifestyle Homes

Lifestyle Hospitality

Lifestyle Humour

Lifestyle Living

Lifestyle Parks & Gardens

Lifestyle Shopping

Lifestyle Showbiz

Lifestyle Toys

Lifestyle Travel

Lifestyle Wine

Nature Coastline

Nature Countryside

Nature Lakes

Nature Landscapes

Nature Mountains

Nature Rivers

Nature Sea

Nature Seasons

Nature Skies

Nature Snow & Ice
Nature Underwater
Nature Volcanoes
Nature Waterfalls
Nature Weather
Nature Wilderness
Nature Woodland
People Adults
People Age
People Beauty
People Celebrities
People Children
People Families
People Indigenous
People Motherhood
People Nudes
People Royalty
People Youth
Plants Cacti
Plants Exotic
Plants Ferns
Plants Flowers
Plants Fruit & Vegetables
Plants Fungi
Plants Garden
Plants House
Plants Lichen
Plants Marine
Plants Trees
Plants Wildflowers
Science Anatomy
Science Anthropology
Science Archaeology
Science Astronomy
Science Biology
Science Botany
Science Chemistry
Science Ecology
Science Entomology
Science Genetics

Science Geography
Science Geology
Science Physics
Science Space
Science Technology
Science Topography
Science Zoology
Society Civilisations
Society Crime
Society Culture
Society Customs
Society Education
Society Folklore
Society Gay & Lesbian
Society Law & Order
Society Militaria
Society Politics
Society Religion
Society Third World
Sport Adventure
Sport Aerial
Sport American
Sport Country
Sport Cricket
Sport Cycling
Sport Equestrian
Sport Extreme
Sport Football
Sport Golf
Sport Indoor
Sport Motor
Sport Olympics
Sport Others
Sport Rugby
Sport Running
Sport Sub Aqua
Sport Tennis
Sport Track & Field
Sport Water
Sport Winter

Transport Automotive
Transport Aviation
Transport Aviation Civil
Transport Aviation Military
Transport Aviation Aerobatics
Transport Bicycles
Transport Cars
Transport Horse-drawn
Transport Maritime
Transport Motorcycles
Transport Private
Transport Public
Transport Railways
Transport Roads
Transport Waterways
Travel Adventure
Travel Cultures
Travel Customs
Travel Exploration
Travel Holidays
Travel Transport
Work Agriculture
Work Commerce
Work Construction
Work Energy
Work Engineering
Work Finance
Work Fisheries
Work Forestry
Work Hotels
Work Industry
Work Media
Work Military
Work Office
Work Tools
Work Tourism
Work Transport

GWYN HEADLEY'S SHOTS OF REDEMPTION

- The following tips from *fotoLIBRA*'s founder apply to the majority of photographic situations, but were written mainly with outdoor photography in mind. He makes no claim to be a photographer himself, but he does know what sells.
- Photograph people's fronts, not their backs. But try to photograph *people*.
- Portrait (vertical) images outsell landscape images by about 60:40.
- Most books and magazines are portrait in orientation, and buyers and designers often like to see large blank areas (sky, sea, fields) where headlines and copy can be dropped in.
- Jigsaws demand the opposite; lots of colour, lots of detail, all in sharp focus.
- If you see a wonderful photo opportunity, take it in both landscape and portrait formats.
- Interesting skies are important.
- If you can get back to the location, take it in spring, summer, autumn and winter, snow and sun, dawn and dusk, mist and fog, rain and shine, storm and stress.
- Use a tripod wherever possible.
- Always shoot in RAW and convert to JPEG later.
- Make sure your horizons are level and your sea doesn't slope.
- For those who are trained in perspective control or are experienced with rising front cameras, converging verticals can be corrected in a photo manipulation program such as Photoshop.
- If you have uploaded a large collection (over 200 images) covering one particular subject, please tell *fotoLIBRA* about it.
- Make use of reflections in water, even in wet roads and pavements.
- Look carefully around and beyond the subject of your photograph, especially at the edges of the frame, and check what's intruding into your shot.
- Take photographs in the early morning and late evening.
- When the light is flat with few shadows, photograph details which need low contrast, such as inscriptions, carvings, etc.
- Please do not upload photographs of sunsets. They do not sell. Scenes shot during sunsets are fine, but not when the sunset is the subject of the image.
- Exceptions prove the rule.
- Every picture must tell a story.
- *Take your time.*

fotoLIBRA Submission Guidelines
for Photographer Members

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THE *fot*OLIBRA UPLOAD RULES

- Images must be Level 12 JPEGs (or TIFFs)
- The image's shorter dimension must be greater than 1750 pixels
- Images must be greater than 1024 kB (1 MB) and less than 100 MB
 - Images must be in RGB or Greyscale
 - Images must be 8-bit
 - Images must be 300 PPI
- TIFF images can be uncompressed, or use LZW compression. *fot*OLIBRA will convert them to JPEGs after upload.
- Royalty Free images must always have model and property releases where applicable, and must have a minimum of 5025 pixels on the longest side.
- Historic Images must have been taken before January 1st 1980.