

Photographers Submission Policy

- * All media must be labelled correctly with your name and e-mail address.
- * Send all digital image submissions to:

Collections Editor, LatitudeStock, The Old Coach House, 14 High Street,
Goring-On-Thames, Reading, Berkshire, RG8 9AR.

Submission Procedure

- * We firstly require low-resolution jpegs of your image submission to check the image content. Please send/save copies of your images and do not over-write or tamper with the original file.
- * If we think the content is suitable for our requirements, we will then request high-resolution jpegs from you to check the image quality and make any necessary adjustments.

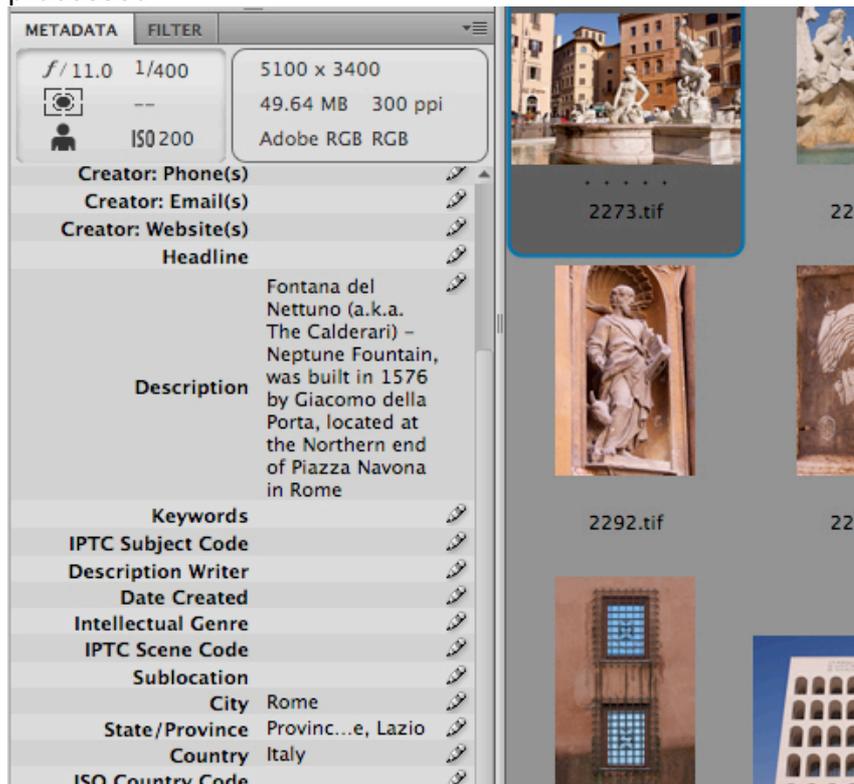
High Resolution Digital Capture Image Requirements

- * We can only consider images from professional digital SLR cameras with a minimum data capability of 10 megapixels. Please see the approved camera list below for acceptable cameras.
- * Shoot as RAW files first then convert to 16-bit tiff in Photoshop. Do not submit images shot in either tiff or jpeg mode.
- * Remember to turn off any in-camera sharpening tools. Do not sharpen images or tamper with them in any software application; we will do this where necessary.
- * Please ensure the camera sensor is clean and dust free.
- * Please make sure your ISO rate does not exceed 200 unless absolutely necessary, (for example a night-time or evening shot) as this will produce noise and graininess within the image.
- * Check the image quality at 100% magnification in Photoshop for obvious faults before submitting the images. All images must be retouched with all visible dust removed, all cropping borders removed, and in the correct colour space.
- * All images should be supplied in Adobe RGB 1998 mode only (No sRGB, CYMK, LAB, Grayscale)
- * Layers, guidelines, paths etc – any software enhancements are not acceptable.
- * Convert the RAW file (from the camera) in Photoshop to Uncompressed Tiff Only (No jpegs, bitmaps, PSD, EPS, RAW etc.).
- * Images should be as large as possible off the camera, then interpolated up to 50mb in Photoshop in Image Size using bicubic or bicubic smoother mode. If your camera produces files that are larger they need to be reduced to 50mb.
- * Image resolution should always be 300 dpi.
- * Once retouched convert the Tiffs to 8-bit and for our purposes we need the images saved as the highest quality Jpeg, level 12.
- * You may want to save the images as tiffs in PC byte with no image compression for your archive.

Captioning Information*

Please number each file with a unique number. This is particularly important for identifying individual assets on our system if we need to refer back to the original file.

*We require all images to be captioned in File/Info in Bridge or Photoshop using the Description, City, State/Province and Country fields in Metadata/IPTC Core. We require minimal keywording (6-20 words) in the image stating where, what and any historical information, and if you have a model in the shot we would like the model's name to be put into the Description field, then this can be mapped into our system. We can then do the main keywording before the images go online. The more information you can input, the quicker the images can be processed



Model and Property Release

If an image is focused on an individual (for example, a portrait) or has a recognisable person in it – especially an individual who is staring directly at the camera, then a model release is required. However this does not apply to crowds (three or more people).

Model Releases must include the following; model's name, address, telephone and/or email, date of birth, ethnicity, date of shoot and signature. Model Releases for under 18's must be signed by a parent or guardian.

Property Releases must be signed by the owner of the property or, in the case of corporate ownership, an employee with the given authority plus his/her title or position within the corporation.

If an image is marked as having a property release or model release you MUST have a signed copy of the release available and should LatitudeStock or its Sub-Agents require a copy of this release, it needs to be scanned and sent over via email. If you state there is a release available but in fact you don't have a release, as the image provider you are liable for any litigation resulting from clients using an image they are informed has a legally binding model or property release, but does not have a signed model or property release available.

Advice

For any advice on the submission guidelines, acceptable camera, image processing etc, please email info@latitudestock.com and one of our technical team will endeavour to assist you.

Approved Digital Camera List

CANON

Canon EOS-1Ds Mark III
Canon EOS-1Ds Mark II
Canon 1DS
Canon EOS 5D Mark II
Canon EOS 5D
Canon EOS 7D
Canon EOS-1D Mark IV
Canon EOS-1D Mark III
Canon EOS 550D
Canon EOS 50D
Canon EOS 1000D
Canon EOS 40D

NIKON

Nikon D3X
Nikon D3S
Nikon D3
Nikon D300S
Nikon D300

LATITUDE

www.latitudestock.com

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Nikon D5000

Nikon D3000

Nikon D700

Nikon D200

Nikon D90

LEICA

Leica X1

Leica M9

Leica M8.2

Leica M8

Fuji

X100

SONY

Sony Alpha DSLR-A900

PENTAX

Pentax K-7

Pentax K20D