GAP Photos Technical Image & Submission Guidelines

All submissions should be sent as fully-processed High-res files. Once your submission has been edited, you will receive a list of selected and rejected files by email.

Selected files are then Quality Controlled and you will be notified by email of any images which did not pass our QC process.

High-res images submitted must meet the following criteria

File Format:	Jpeg (24bit) saved as Q12 Jpeg (100%). Processed from RAW & not shot in camera as Jpeg,
Colour Space:	Adobe RGB 1998 (all files should be tagged with the colour profile)
Size:	Minimum 11 mega-pixels Cropping: Please keep any cropping to a minimum and check that the resulting file still meets the 11 mega-pixel minimum
Resolution:	300dpi
Layers:	Send your images without any additional layers, paths or channels
Sharpening:	Do not apply any sharpening to your images, if your camera can sharpen images as they are shot, ensure this setting is turned off. Do not use un-sharp mask.

Compression
It's important that images are not compressed more than once to minimise Jpeg artefacts. So all images produced on digital cameras should be shot in RAW format (with the camera set to Adobe RGB 1998). Do not convert to Jpeg format until you are confident the image processing is complete and the images are ready to be delivered to GAP Photos. At this point they should be converted to Jpeg files with file quality set to 100% (Lightroom) / or Quality 12 (Photoshop).

Colour Management:
Your images should be produced in a colour managed environment. It is important to have a colour calibrated monitor.

It is not recommended that you use Adobe Gamma to calibrate your screen as this does not ensure your screen is displaying colours as close as possible to industry standards. A hardware monitor calibrator should be used, such as:

- X-rite i1 Display
- Datacolor Spyder 4
- Lacie Blue Eye Calibrator

It is advised that your workspace profile is set to Adobe RGB 1998 within Photoshop/Lightroom. All files should have this colour profile embedded when saving.

Preferred Cameras:

Canon	Nikon
Canon Eos 6D	Nikon D3 x
Canon Eos 1D c	Nikon D3 s
Canon Eos 1D x	Nikon D4s
Canon Eos 5D Mk III	Nikon D4
Canon Eos 5D Mk II	Nikon D810
Canon Eos 5D	Nikon D800
Canon Eos 1Ds Mk III	Nikon D700
Canon Eos 1Ds Mk II	Nikon D610
Canon Eos 1Ds	Nikon D600

Compact Cameras:
We have received a number of submissions from compact interchangeable lens cameras. So far none have met our Quality Control requirements. As a general rule, these cameras have excellent specifications on paper; but when used in anything other than perfect conditions they fall short of the quality required. The age-old adage of you get what you pay for, really does come into play!

Image Delivery/Submission

- Minimum Submission Size for Stock, 100 images. The 100 image minimum does not apply to features.
- FTP is the preference for all submissions up to 250 images (for more than 250 images please refer to "Submissions By Post" below), if you do not have an FTP account please inform us & we can set one up for you.
- If you are not familiar with using FTP, again inform us & we can take you through the steps – it is very simple to use.
- We are not able to accept 'We Transfer' or 'You Send It' or any other file transfer service.
- When submissions have finished being uploaded to our FTP, please always send an email to mike@gapphotos.com or info@gapphotos.com informing us - otherwise we won't know when a submission is ready to download.
- Submissions by Post – Either by DVD or USB powered portable HD. Please clearly label all submissions by post with your name (with Hard-Drives please include a return address). DVD's do not get returned but are destroyed after the submission is processed.

  Send Submissions To:
  GAP Photos – Submissions
  Whitegates, York Road
  Earls Colne, Essex, CO6 2RN

Stock & Feature Separation

- Please separate all stock images from features.
- All stock images are treated as the same submission, we do not need images separated into several folders relative to where/when they were shot or by your reference, this information should be provided in the caption (see caption guidelines).
- We require feature submissions to be stated as a feature submission in a stand-alone folder/directory with the Garden name i.e. Feature – Wynsford Apple Growers, April.
- If sending features, please send all images that relate to that particular feature together & at the same time; from one season only. Features that arrive in bits and pieces over time, will end up on the site out of order and require more than double the editing/admin time – so are likely to not be accepted as a feature.
- Step-by-step series need to come in together once you have the "finish" shot of the project completed / established.
- All images sent in as a feature will also be available online as individual stock images.
- An example folder hierarchy for a submission:

  DVD

  Stock (Folder/Directory)
  (containing 165 images, no sub-folder/directory)

  Features (Folder/Directory)
  FEATURE Wynsford Apple Growers, April
  (Sub-Folder/Directory of feature images and completed feature submission form)

  FEATURE Broadoaks Garden, June
  (Sub-Folder/Directory of feature images and completed feature submission form)

  FEATURE The Manor House, Gloucester, June
  (Sub-Folder/Directory of feature images and completed feature submission form)

Captions & Keywords

These are vitally important and maximise the chance of your images being found by researchers. Once found the relevance of the included detail plays a big part in how likely the images will be used.

Captions should always be placed in the "Description" field
Keywords should always be placed in the "Keywords" field
Other Credits should always be placed in the "Special Instructions" or "Instructions" field.

Captions for Plant Portraits/Borders

The following format please

- Full Latin names including variety, month, location (First letter of Latin name to be capitalised only) the common name (if beneficial but not essential)
  for example - "Hamamelis x intermedia 'Arnolds Promise' - Witch Hazel - February, Cambridgeshire"

- Keywords: Here you can put if this is an annual, perennial, the season etc.
  for example - "yellow winter flowering deciduous shrub"

- All cultivars / variety names should be wrapped in single inverted commas
  for example - Hamamelis x intermedia 'Arnolds Promise'

Captions for Garden Views/Borders

- Please give a short description of what you see in the image and what you are hoping to illustrate with it. For Example: "View through wooden arch to patio and autumn border beyond. Border planted with Aster frikartii and Rudbeckia fulgida"
  Note: no use of beautiful, summery, pretty, gorgeous, attractive etc...

Other Credits Field (found under Origin Tab in IPTC Date / File-Info)

- This field is for Garden, Designer, Owner, Stylist and Sculptor credits. Please prefix each name included with these terms and a semi-colon :

for example - Garden: Bankside Cottage - Designer: Julie Smith

- Only to be used for garden views & recognisable/architectural details if the garden/designer/owner/stylist/sculptor needs to be credited. This is where you would place a garden name for a feature
  for example - Garden: Bankside Cottage

- Plant portraits would not normally be credited to a garden. Only recognisable details & views.

In ALL Fields please avoid:

- Subjective information such as “beautiful” “stunning” etc... as we just have to take it out again!

- Special characters – do not use:
  1) & - ampersand
  2) * - asterisk
  3) / \ - forward or back strokes
  4) “ - speech marks

- The garden/owner name as a caption – even in the context of a feature. Each individual image should be described separately as a stock image.

- Full addresses – we cannot publish addresses online.