

## UNTITLED PHOTOGRAPHIC LIBRARY – IMAGE SUBMISSION REQUIREMENTS

We would encourage submissions that compliment yet are distinct from our current range of images. We want unique subject matter and varied photographic styles. Do not copy what we already have.

### 1 DIGITAL SUBMISSIONS

In the first instance please ONLY SUBMIT ON A CD LO-RES IMAGES (72dpi at A4) that you feel suitable. Please note all images in your initial submission must adhere to the full submission requirements as outlined within this document. Initially we only want to see lo-res images but the master files must be 60MB RGB TIFFS. Do not submit anything that is not available as a 60MB RGB TIFF file.

#### **a) Uncompressed RGB TIFF Format: -**

- RGB Files have larger gamut (contain more colour data) than CMYK files. We request TIFF files as it gives us the best possible starting point from which to create the JPEGs we'll sell on our website - TIFF is a lossless image format – maintaining all the detail and colour in your original image.
- Our thumbnails/previews and JPEG files will be created from the original TIFF files to ensure an accurate compression rate.
- TIFFs saved with JPEG or ZIP compression will not be accepted.

#### **b) Image Size and Format: -**

- Use the highest quality scanner possible, such as a drum scanner. Scanning equipment has a significant and valuable role in the accuracy of the image quality especially structure of grain (see below for image quality).
- Do not re-save JPEGs or other 'lossy' compression files as TIFFs for this submission, as the image quality will be compromised in the lossy format.
- Ensure all photographic images are 'flattened' to a single layer; remove non-colour channels (e.g. alpha channels) prior to submission.
- Images must not include any layers or channels.
- The required image size is 60MB in 24-bit colour (8 bits per channel)

#### **c) Image quality: -**

- On visual examination there should not be any artefacts e.g. visible cloning marks, pixilation, over sharpening, jagged edges or computer generated errors.
- Colour rendition needs to be smooth, even, with depth, and must maintain high quality, as with professional photography. Images must not appear posterised.

- The colour information in highlights and shadows should be of a smooth and even tonal transition.
- Colour banding or blocking is not accepted.
- Colour profiles use Adobe RGB.
- Original grain structure must not be exaggerated, distorted or excessive.
- Any adjustments to the image contrast must be kept to a minimum without compromise to mid-tones consequently the intention is to maintain maximum detail as possible in the shadows, mid-tones and highlights.
- Do not 'over' sharpen. Too much unnecessary sharpening is likely to separate grain; consequently images can appear broken up and artificial. Excessive sharpening causes distortion; noise and it can produce a speckling/mottling affect (despeckling filters aren't the answer!)
- Consequently sharpening should be kept to an absolute minimum. NOTE: Repro houses will sharpen at a later stage for optimum print performance.
- All images should be re-touched to a reasonable standard. No dust marks, hair marks, spots, oil stains and smudges. No such flaws or imperfections should be visible at 100% magnification.
- Do not submit images where recognisable logos or 'tags' may be present obviously for copyright and trademark reasons.

## 2 ANALOGUE SUBMISSIONS

Yes we still accept submissions that are original transparencies or prints! Unfortunately we cannot look at negatives.

Once we have edited and selected images you will be asked to submit 60MG RGB files as outlined in the '1 DIGITAL SUBMISSIONS' section.

We are more than happy to assist in this process by recommending repro and scanning companies. Alternatively Untitled will be happy to drum scan and re-touch images in house on your behalf. The cost of this will be deducted from any future royalties payable at £25.00 per image.

## 3 MODEL AND PROPERTY RELEASES.

These will be required for accepted images where appropriate. ALL recognisable faces must have a signed model release. ALL recognisable brands and locations must have a signed property release. These are attached for your reference. DO NOT include them with your initial submission, but should such an image be accepted we would require the relevant model/property release.

#### 4 CAPTION INFORMATION

Selected images will each require a completed caption form. DO NOT complete the caption form with your initial submission, but we will request a caption form for each and every image we select.

#### 5 UNIQUE IMAGES.

Only submit images that are unique and not with any other picture library. Do not submit similar images to those with any other libraries.

#### 6 ROYALTIES

a) **UK sales.**

- A straight 50/50 split. You get 50% of what we get.

b) **International sales.**

- Our images are marketed worldwide by Jupiter Images. Jupiter is an excellent company and has their own sales office in all major markets. Using Jupiter as our international partner has been a great success in increasing sales volume.
- When an image is sold outside the UK Jupiter Images take 50% and the remaining 50% is split between Untitled and the Photographer.
- Hence the contributor receives 25% for sales made outside the UK.

c) **Payments.**

- Payment is made on a quarterly basis.
- We send you 2 copies of a self-billing invoice from you to Untitled. Keep one copy, sign and return the other and we pay you. We do all the admin.
- If there are no sales in any quarter you do not get a self-billing invoice.

## 7. REPRO AND SCANNING COMPANIES:

Max Communications  
75 Granville Road  
Sidcup  
Kent  
DA14 4BT

Telephone: 0208 309 5445