



**Submission Guidelines**

As a rapidly expanding library, we are always interested in seeing submissions from photographers who are new to us.

Having gained an excellent reputation for premium quality pictures, we only accept those images which comply with our recognised high standards.

To determine this we need, initially, to see a portfolio of 500 images from you in order to give us an idea of your coverage and general standard. These images should portray a cross-section of your work and be consistent with any possible future submissions.

We are very serious about our selection process. You should, therefore, consider your pictures to be well composed and technically perfect before submitting them to us. Tips Images photographers are encouraged to maintain a degree of excellence and must be as equally committed in their approach to us as we will be in representing them.

We only accept images in **digital format**. These would have either been originated within a digital SLR camera **shot in RAW format**, and **saved as Tiff**, or scanned from transparencies to **50mb min and saved as Tiff**. We are happy to view transparencies, but those selected will require scanning after editing at the cost of the photographer.

**Digital Submissions**

Please forward your **submissions** of **TIFF images** on a CD or DVD formatted for Windows platform PC using the guidelines in the table below.

<b>Submission Specification</b>	<b>Photographer Requirements</b>	<b>Explanation</b>
Format	TIFF	No Compression
Resolution	300 dpi	Industry standard
Colour space and profile and Bits per channel.	Adobe RGB 1998 / 8 bits	Industry standard
Interpolation	None	This can degrade the quality of the image
Filesize (megabytes) and Dimensions (px)	Digital Cameras = As taken by Camera (8/9Mpix –min.) Scans = Length no less than... (50mb) 4900 x rest in proportion	
Cleaning	Fully cleaned at 100% in Photoshop	Unclean images <b>will</b> be rejected
Captioning	Fully Captioned in file/info. Images without captions may be refused.	Country, region, location, subject
Media	Burn to CD or DVD formatted for PC (ISO 9660) and Labeled	Must be labelled with Name, e-mail, number of images on media.



### **Captioning Notes**

All images need to be **FULLY** captioned in file/info. This will allow us to upload your pictures quickly and ensure that our clients will find them. To avoid duplication of workload, caption your images at the Tiff stage to avoid re-captioning at a later point.

### **Delivery Notes**

Please send your submission to us on:

Tips Images

Att. submission

Via Terraggio 17

20123 Milano

Italy

Please ensure that you enclose return postage/courier charges in the form of a cheque, postal or money order of a sufficient amount to cover this return. Alternatively, you may prefer to supply a suitably sized self-stamped and addressed jiffy bag or envelope. Please note that we will not return submissions unless prepayment for this is made.

Should you wish to personally deliver and collect your submission from our office, then this may be done during normal working hours which are Monday - Friday between 9.00am and 7pm. Please note, however, that because of restraints on our time we are not in a position to edit and evaluate submissions on the spot.

All proper care and attention will be given to your work whilst in our possession. It is, however, the photographer's responsibility to insure all images against loss or damage as Tips Italy S.r.l accepts no liability for any loss or damage to a photographer's work however caused.

### **Confirmation of Receipt**

Receipt of your submission will be acknowledged by post or e-mail and allocated a submission number which you should refer to in any communication with us. Depending upon the prevailing workload, we aim to evaluate submissions within three weeks of receipt.

### **Contract**

Providing your submission meets our requirements and standards, we will send you two copies of our standard contract.

### **Return of Submissions**

In the event of your work not meeting our criteria or, if for any reason you feel unable to proceed, then we would return your submission in full as soon as possible. In the case of CD or DVD submissions, these will not be returned. These will be safely disposed off.

### **Acceptance of Images**

Once contractual formalities have been completed together with the initial edit, we then set about the task of adding your pictures to our website. All images are captioned, keyworded and barcoded added to the database and then loaded to our website.

We trust you have found this information useful in preparing your initial submission which we look forward to receive.

We welcome your questions. If you don't find the answer above please contact us at:  
[photographer@tipsimages.com](mailto:photographer@tipsimages.com)