

Submission Guidelines

All Image Partners are required to submit samples of their work/digital assets and metadata for evaluation before your images are launched onto our system.

We will review these files and provide feedback on asset and metadata quality.

Bear in mind that all images will be reviewed at 100% magnification

The Submission should include the following:

- Sample Images/Digital Assets
- Corresponding lines of Metadata
- Any Model and/or Property Releases
- Detailed History of Scanning and Retouching Processes including:
 - Where the scanning was performed (in-house or out-house)
 - Scanner Information – (flatbed or drum, colour profile used)
 - Specifics on the original film (35mm, medium format, transparency, negative or prints)
 - Specifics about the colour space you worked in, and any major retouching.

Submission Basics:

Assets can be submitted on either DVD±R or an external hard drive. Make sure all components are accurately labelled (Assets, Metadata and Releases)

Ship your Submission to:

Owen Jones
Construction Photography
2 Whitacre Mews
26-34 Stannary Street
London
SE11 4AB

We will return your external hard drive to you as quickly as possible. If using DVD±R, burn the disc using Universal Format only.

General Requirements:

Image quality:

There should be no artefacts such as visible over-sharpening, cloning marks, pixilation, jagged edges, chromatic aberrations or computer-generated errors

Focus: Ensure all images are sharp unless specifically meant to be soft focus. However soft focus and slightly out of focus are not the same thing and the latter will be declined.

Colour rendition should be smooth, with depth and a photographic quality, and not look posterized.

There should be a smooth transition of colour information in shadow and highlight areas. Any kind of blocking or colour banding is unacceptable.

Colour Levels should be between 3 and 252 to prevent blocky blacks and blown-out highlights. Make sure there is no clipping on the histograms or else this will affect the printing of black and white areas indicating shadow/highlight detail has been lost.

Aim to keep as much detail as possible in the shadows, mid-tones and highlights.

Be sure you don't over-sharpen. Once an image is over-sharpened, causing it to look artificial and broken up there is very little you can do to solve the problem.

All Assets should be free of hair, dust, marks and smudges. No Blemishes should be visible at 100% magnification.

No Recognisable logos should be present in imagery for copyright and trademark issues.

Image Requirements:

Uncompressed RGB TIFFS is the required format.

RGB files contain more colour data (have a larger gamut) than CMYK files, weigh less in megabytes, and can be repurposed more accurately. Because TIFF is a lossless image format—maintaining all the colour and detail in the original image—it gives us the best

possible starting point from which to create the JPEGs we'll license on our website.

We will then create our JPEG files from the original TIFF files to ensure the correct compression rate

Submit each Image as an 8 or 16 bit RGB TIFF. DO NOT re-save JPEGs or other lossy files as TIFFS for submission, as the image quality will have already been degraded.

Make sure there are no extra layers or channels, images should be flattened to a single layer and make sure there are no alpha channels.

The preferred Image size is 48MB in 8 bits per channel

We will accept other sizes so long as the minimum it will print to at 300dpi is A4 (3508 x 2480). However there will be a limit as to how these images can be licensed.

Image Quality Control

When submitting images it is necessary to AVOID the following:
In the event that images don't meet technical, legal or other requirements outlined in this document then we may have to pull them.

- Poor Focus
- Poor Lighting
- Bad scan
- Bad crop
- Banding
- Blocking
- Blown out/Clipping
- Colour separation
- Dirty
- Excessive grain
- Fringing/Chromatic aberration
- Incorrect file size
- Moiré
- Noise
- Over-sharpened
- Pixilated
- Out of Focus

Data Quality Control

- Extra spaces in keywords
- Extraneous keywords (product/product title, asset ID)
- Illegal characters in keywords
- Keywords don't match asset
- Keywords don't match caption
- Metadata doesn't match asset
- Missing asset

Trademark issues

- Release inappropriate for commercial use