

## ***Celebrating Greyhounds Magazine – Guidelines for Photos, Artwork, and Videos***

1. Do not send high-resolution photos or videos as unsolicited email attachments. Contact us to obtain instructions for submitting these materials.
2. Please supply sharp, well-exposed photographs that were originally acquired as high-resolution (minimum 300 ppi at 5 x 7 in.) digital images. The following digital image file formats are acceptable: high-quality JPEG (.jpg), uncompressed TIFF (.tif).
3. The resolution of a digital image is determined by pixel depth. The total number of pixels in a given image is fixed, but the resolution will vary depending on image size. Thus in some cases we *might* be able to use a large image (e.g., 11 x 17 in.) whose resolution is less than 300 ppi.

A good general rule is to be guided by the size of the *original* image file (JPEG or TIFF): If the size of the file is only a couple hundred kilobytes (KB), the image resolution is likely too low for digital publication. Contact us if you have questions about your image – do not attempt to improve a low-resolution original image merely by adjusting the settings and re-saving the file.

4. In general, images and/or videos acquired using older camera phones may not be of sufficient quality or resolution for use in digital publication. Do not send any small image files at 72 ppi.
5. Whenever possible, supply the original, unedited image file. If desired, you may provide instructions for cropping or editing, e.g., “Crop to remove person’s leg” or “Blur license plate number”.
6. For all digital artwork, the required minimum resolutions are 300 ppi for photos, 600 ppi for rasterized line art, and 150 ppi overall. Color mode must be RGB.
7. Our preferred method for including video content is to host it on our YouTube channel; optimal file formats for YouTube are MP4, AVI, MOV, or FLV. For more information on video formatting and specs see <http://www.ifunia.com/youtube-column/best-youtube-video-format.html>.
8. Use unique and descriptive filenames to identify your photos and other visual content; we suggest following the file naming convention described above (LastFirstDateFilenameNumber). Do not use filenames containing slashes (/) or special characters. Examples for material accompanying an article file called “Smith\_Jane\_10-25-13\_article.doc”:  
Smith\_Jane\_10-25-13\_pic1.jpg OR SmithJane102513pic1.jpg  
Smith\_Jane\_10-25-13\_pic2.jpg OR SmithJane102513pic2.jpg  
Smith\_Jane\_10-25-13\_video.mov OR SmithJane102513video.mov
9. All photos and videos must be accompanied by text – at the end of an article or as a separate doc – clearly identifying each file and listing the name of the dog(s), the owner’s or adopter’s name and location if appropriate, and the name of the photographer or videographer (if not the submitter). Include descriptive captions as appropriate. Photos or videos received without complete identifying information will not be considered for publication.
10. For all included media content, identify by name the photographer, artist, or videographer; if anyone other than the submitter, obtain the artist’s permission prior to sending.
11. We reserve the right to crop or otherwise edit all photos or videos for optimal viewing.