

# Soggybones Magazine Digital Photo Submission Protocol

Due to the large number of digital images submitted to Soggybones magazine each quarter, and the growing family of contributing photographers, we have implemented the following conventions to standardise submissions. This is to ensure photographers' details remain with their images (for captioning and buyout purposes), to aid image tracking (so we can let you know which images are being used where), and to ensure all submissions remain accessible on file (which is not the case with the large number of emailed submissions we currently receive).

The following protocols are in line with current industry standard workflow practises. They are not meant to make your life difficult, but to work effectively they must be adopted by all contributors. Consequently, we can no longer accept submissions that do not adhere to these guidelines (eg. huge submissions, those without metadata, or emailed jpgs).

If you need assistance in preparing your images, or wish to discuss this policy with us, please call our photo editor, Russell Ord, on 0417 189 152, or email [russell@soggybones.com](mailto:russell@soggybones.com).

## **FILE SUBMISSION PROTOCOL**

**Please ensure all files are low resolution files. Keep images max 950 pixels, Longest length at 72 dpi, Medium quality. Once images have been received and viewed, we will respond with requests for high resolution copies, if required.**

### **Metadata:**

At minimum, please ensure the following information is recorded in all your images metadata:

- **Your full name**
- **Your photo credit (if required, otherwise name will be used)**
- **Your email**
- **Your phone number**
- **Your website (if applicable)**

Plus keywords to identify (at minimum) the following:

- **location**
- **rider**

Further, please ensure your camera's clocks are set to the appropriate local time and date, as we will assume this information is correct.

### **Folder Naming Convention**

Regardless of the content, submissions must be contained within one folder, named according to the following protocol:

**YY\_MM\_DD\_YOURNAME\_SubmissionName\_JPGorRAW**

Please send all submissions (whether through Yousendit.com, DVD, or otherwise) in this format.

#### **Example:**

Photographer Joe Blogs is submitting a low res (JPG) preview of his shoot with Ry Craike at Jakes on the fifth of January 01st 2009.

He would create a new folder called: **10\_01\_05\_BLOGS\_Craike\_Jakes\_JPG.**

When he later sends the high res versions (RAWS), they'd go in a folder named:

**10\_01\_05\_BLOGS\_Craike\_Jakes\_RAW.**

**Notes:**

- As all appropriate information should be contained within the metadata and keywording there is no need to separate your submission into subfolders, though this is optional.
- Limit the total number of images to no more than 30.
- Place any additional text, interviews or editorial material relating to the submission in a subfolder named "info".
- In the interests of tracking and requesting files, do not rename images from their filenames as stored on your computer, ie. don't rename 'IMG\_09451.CRW' to 'Taj\_Burrow\_AirCRW', unless you have renamed it on your machine also.

**WHERE TO SEND IMAGES:**

Please send all images to our photo editor Russell Ord. Email: russell@soggybones.com.

Once you have sent your files via yousendit.com, please send an email to Justin Ward (justin@soggybones) to inform our editor of the files arrival.

**TECH HELP:**

If you are experiencing problems or need some help with file management, metadata / keywording, or setting up a yousendit.com account, please feel free to call our photo editor, Russell Ord, on 0417 189 152.

**Thanks for your cooperation.**

**Cheers,  
Soggybones Magazine Team.**