



Stocktrek Images Digital Submission Requirements (v.1.2)

STEP 1 - QUALITY CONTROL TEST HIGH RESOLUTION SUBMISSION REQUIREMENTS

If you have NOT submitted before, you will be required to submit 10 sample images for review. We would like to see images that cover the space and military fields. Once we have approved these for quality, you can move on to regular submissions of edited images.

Upload high-res images to our FTP site. Email sales@stocktrekimages.com to request the FTP login.

Images should be about 3000-4000 pixels on the longest side, saved as an uncompressed TIFF file (approx 25-50MB).

Each image should be assigned an image ID, as part of its filename that is unique and consistent throughout the submission. Stocktrek Images will refer to this number to report QC Test results.

The Quality Control Test enables us to check your images at 100% magnification for quality, sharpness, cleanliness, and overall consistency throughout your collection. Images must pass the QC Test before you are able to begin submitting high-res images for inclusion into Stocktrek Images.

STEP 2 - HIGH RESOLUTION SUBMISSION REQUIREMENTS

High Resolution (High-Res) submissions include all the elements needed for us to accept and market your images to our clients and include:

- Final High-Res Image Files (Must be 28-52MB uncompressed TIFF-see 'Digital File Specifications')
- Releases: Supplied as paper copies and named uniquely within the submission for identification.
- Metadata: This is the data we upload to our system with your images, for example captions, keywords, and restrictions. Metadata can be supplied in a separate spreadsheet (Excel) or embedded in the image.

High Resolution submissions may be sent on CD or DVD media and should contain:

- A folder titled "High-Res", containing all high-resolution image files
- You may also want to include a spreadsheet (Excel) containing caption and keyword information.

HIGH RESOLUTION SUBMISSION CHECKLIST

- Images meet minimum file size of 28MB - 52MB
- Images are in RGB color mode, 8 bits per channel (8 bit file)
- TIFF format with .tif extension
- Images do not have extra channels, layers, paths, or guides.
- Images have been checked for quality
- Disc is labeled clearly with photographer name, date, phone number, and email address.
- Caption and keyword information is included
- Model and/or property releases for all required images are included with submission.

DIGITAL FILE SPECIFICATIONS

File Size: Our standard recommended size is 48mb at 300dpi. We will sometimes accept images no lower than a minimum of 20 MB at 300 dpi.

File Type: TIFF (.tif) files only. Do not apply any compression to your files before submission.

Digital Camera File Size & Type: Only use professional digital cameras with high quality interchangeable lenses capable of producing 24mb plus (8.0 mega pixel camera or more).

Color Space: The embedded color profile should be Adobe RGB (1998).

Highlights/Shadows: We do not want to see highlights blown out, or your shadows filling in (RGB values should be limited with a black point of no less than 3 and white point of no more than 252). This should be performed at the end of Photoshop editing.

Scanning: Scans must be created on a drum scanner or equivalent professional quality scanner.

Bit depth: You can scan at a higher bit depth, but convert all scans to 8 bit before submitting to us. This also applies when working with files captured digitally; ensure you always convert back to 8 bit.

Sharpening: Keep sharpening of your images to a minimum as our clients usually sharpen images before usage.

Interpolation / re-sizing / up-sizing: Digital images supplied should not be interpolated or re-sized. We will do this in-house to maintain quality.

Channels / layers / paths: Please delete all channels, layers & paths before submission.

Orientation: Please orient all vertical images the right way up for viewing purposes.

File Names: Alpha - numerical characters with NO spaces. Use MAXIMUM of 16 characters or less. Don't use any spaces but instead use an underscore _ to create a break if necessary.

File Information: All caption & keyword information needs to be embedded in the image IPTC information or 'File Info'. Stocktek Images will *only* import the 'Caption' and 'Keywords' IPTC fields – no other IPTC fields will be imported.

Image Quality – Scanned Images and Digital Capture

The following is a list of the most common technical errors, which cause images to be rejected during our Quality Control test. When preparing your submission, please keep these in mind and always check your images at 100% magnification.

- **Highlight and Shadow Detail** – Shadows should not fall below 5, and highlights should not fall above 250 (except in cases of reflections from highly reflective objects or visible light sources).
- **Posterization** – Tonal transitions and gradations should be smooth with no abrupt changes.
- **Visible Retouching** – Retouching should not be visible when the image is viewed at 100% magnification.
- **Sharpness** – Images must not be oversharpened so that they appear excessively grainy.
- **Dirt** – Dust, dirt, and hairs should be cleaned from the image at 100% magnification.
- **Noise** – Excessive noise in shadow areas can be a problem for scanners and digital cameras. Ensure that shadow areas have minimal noise, if any. Avoid adding artificial Noise to cover up areas of visible retouching; it is destructive to the image.
- **JPEG artifacts** – Images should never be saved in JPEG format at any point in your workflow. Saving in JPEG format results in a loss of detail that is visible at 100% magnification, and is not reversible.
- **Crop** – No rebate edge should be visible.

FINAL HIGH-RESOLUTION SUBMISSION CONTENTS CHECKLIST

High-Resolution submissions may be sent on CD or DVD media and should contain:

Image Checklist

- **CD/DVD/Firewire Drive** – Images are organized into “High-Res” and “Low-Res” folders. Ensure each disc is clearly labeled as “High-Resolution Submission” with photographer name, date, phone number, and email address.

External hard drives: FireWire (IEEE1394) or USB 2.0 is acceptable *only* and where 100 or more files are being submitted.

- When submitting digital files on a hard drive, format the hard drive for Mac OS—this minimizes file transfer problems on our end.
 - Please virus check your hard drive before sending it to us.
 - Remember to provide the appropriate data cable and power supply for your hard drive submission, both clearly labeled with your name.
 - We return hard drives by courier, approx. 30 days after submission. This time enables us to source the image files again in case of any corruption before they reach the web.
 - **We accept no liability for loss or damage to hard drives.**
- **Image Quality** – Images meet minimum file size of 28 MB or a maximum of 52 MB. Images are in RGB color mode. TIFF format with .tif extension. Images do not have extra channels, layers, paths, or guides. Images have been check for quality.

Metadata Checklist

- **Metadata** – include a spreadsheet (Excel) containing image filename, caption information, and keywords; or embed the information in the image IPTC information (File Info).
- **Model and/or property releases** – for all images with recognizable people and/or property.

Delivery Address:

Stocktrek Images
814 Laurel Avenue
Orlando, FL 32803

PLEASE NOTE: CDs & DVDs will not be returned. For all media, it is the responsibility of all contributors to keep a personal copy of all work submitted to Stocktrek Images. Please backup and make copies of all your submissions.

CAPTIONING OF IMAGES (Metadata)

Give detailed information about any planets, stars, armed forces etc, which are shown, as well as the location and date of the image. Further, name the continents/countries that are prominent in any image of the globe. All caption & keyword information should be included on a spreadsheet (Excel) or embedded in the image IPTC information or ‘File Info.’ Stocktrek Images will *only* import the ‘Caption’ and ‘Keywords’ IPTC fields – no other IPTC fields will be imported.

MODEL AND PROPERTY RELEASES

As we are distributing your images worldwide, we ask that you organize appropriate releases for people and properties that you are shooting. Copies of Model / Property releases need to be sent along with your submission. It is preferable they have a photo attached or a number which corresponds to the images of the model / property release for ease of identification. If you do not have a suitable release, we can provide you with samples. If you supply paper copies of releases, you must only submit photocopies and must retain the originals.