



PHOTOGRAPH AND GRAPHIC SUBMISSION GUIDELINES



The IRCF Quarterly Journal
**REPTILES AND AMPHIBIANS,
Conservation and Natural History**

The purpose of this guideline is to help ensure that photographic submissions adhere to the expected standards for publication, and to provide a reference for the technical aspects of the material. The journal is produced using quality paper stock and color calibrated processing; it is printed in high resolution to maintain the overall high standards of the publication. Author credits appear next to each image, or in the title of the feature. The editors of R&A encourage contributors to submit high quality color photographs and graphics whenever possible. The editors are aware that conditions in the field are not always optimal when photographing rare and endangered species. Situations occur where only a single shot of a fleeting reptile can be captured without the time to set up the shot, often producing marginal results.

- **Selection**

Photographs selected for a submission should be evaluated for quality and as support for the details of the manuscript. Please include both landscape and portrait-oriented images even if the subject is redundant. The number of images required for a submission is dependent on how many it takes to fully support the manuscript. This could be as few as six images or as many as 50. Regardless of the number required, we encourage submitting more than what's required, which could be an additional 10, 20, or more images. The reason is that the journal is heavily illustrated and a resource pool of images allows the editors the freedom to make the best selection to fully populate the pages reserved for the manuscript.

Detailed information regarding the types and sizes of images is provided in the following pages. If you are unsure whether your images qualify, please contact John at JFB@IRCF.org. You may be asked to submit a sample for evaluation.

To facilitate the transfer of digital media or documents we recommend using the IRCF's Upload Center located at:
www.IRCF.org/uploadfile.php

If you have not received the Upload Center's User Guide you can download a copy at this address:
www.IRCF.org/submissions/

- **Digital Manipulation**

It is extremely important not to re-size, crop, color-correct, clean, sharpen, or manipulate the original image in any way. The IRCF Art Department will process and edit all photographs and graphics submission to prepare the images for publication, maximized for quality reproduction.

- **Ownership:**

If photographs and/or artwork are not that of the contributor, these should be accompanied by documentation that permission for one-time use is granted by the photographer or artist. Author submissions may be used again in future publications unless they are stipulated as being for one-time use.

- **Color vs. Black and White:**

The journal is published in full color. Black and White submissions such as antique photos or rare photographs are permitted to support a feature.

- **Color Space and Profile:**

Image color space should be RGB (The native color space for all digital cameras; scanners, etc.). The preferred image color profile is Adobe 1998 although other color profiles such as sRGB are acceptable. Adobe (1998) extends the gamut for superior reproduction.

- **Submission Types:**

Images may be submitted as prints, 35mm transparencies, or as digital files, including scans. Contact either AJ Gutman (AJ@IRCF.org) or Robert Powell (powellr@mail.avila.edu) for the mailing address for submissions being sent via mail or courier. Digital media can be sent on a CD/DVD, attached to an email, or uploaded using the IRCF Upload Center, which is our preferred method of receiving submissions. For information about the Upload Center download the User Guide mentioned at the top of this page. All prints and/or 35mm transparencies will be returned to the author. We highly recommend using courier services offering package tracking and only sending duplicates (in the event the originals are lost). The IRCF is not responsible for lost material.

Note: Material scanned on a flatbed scanner should have "De-Screen" set to on.

- **Format - Digital photographs and Scans:**

For digital photographs or scans, acceptable formats in order of preference are: RAW; TIF (uncompressed); and JPG (with the least amount of compression). RAW format provides the greatest latitude in processing an image to its maximum potential.

Note: Files in RAW image format (digital negative) are not processed by the digital camera and are intended to be processed externally. There are many different file extensions depending on the brand and model of camera. Examples: Canon CRW or CR2; Nikon NEF or NRW; Olympus ORF.

- **Format - Illustrations, Ads, Logos, tables and other graphics:**

The file format for graphics other than photographs and scans, varies depending upon the program the graphic was created. Our preference is to receive the graphics its native output format rather than a screen capture or rendered format such as JPG or TIF unless produced in resolutions at or above 600ppi. In brief, rendered text and line-art in JPG or TIF format are pixel representations that are not capable of reproducing crisp edges resulting in text that appears soft and edges that are fuzzy. Graphics created in

programs such as Adobe Illustrator, or tables created in Excel, or maps created ArcView and include logos, graphs, tables, artwork, ads, etc. The advantage of using a program of this type is the scalable output that can be enlarged to any size without degrading. No resolution is specified for vector files. Acceptable formats for submissions in order of preference are: EPS (encapsulated postscript) and AI (Illustrator's default file type).

- Vector Graphic (scalable): Used for graphic art, logos, advertisements Submission format: EPS*
 * EPS (Encapsulated Postscript) format is scalable therefor independent of resolution
- Artwork: Created in Adobe Photoshop: Design resolution should be 600ppi or greater. Submission format: TIF or JPG
- Tables and Graphs: Created in programs such as Excel Submission format: XLS or EPS
- Maps: Created in ArcView. Output should be set to 600 or 720ppi. Submission format: EPS

• **Resolution - Digital photographs and Scans:**

The minimum resolution for publication is 300ppi. This means 300ppi at the physical size used in the publication.

• **Resolution - Illustrated, Graphic Arts, Advertisements, logos:**

The minimum resolution for publication is 600ppi. Some graphics with a resolution of 300ppi are accepted, please check with the editors prior to submission.

• **Size Requirements - Digital Photographs and Graphics:**

Digital Photographs: Submitting unaltered original files produced by the camera in either RAW, TIF, or JPG is preferred whenever possible. Submitting original files alleviates the work of sizing imagery and provides the IRCF Art Department with the greatest latitude processing images for publication.

If original files are not available or submissions are tailored, refer to the size requirements and reference information in this section.

Not all originals will meet the publication's size and quality requirements. Digital cameras produce varying image sizes depending on the number of megapixels a camera is capable of producing at the maximum setting. Unless the images were taken on a 10-megapixel or greater camera, refer to the formula and sizing reference provided to ensure your submissions meets the size requirements.

The type and quality of a camera, regardless of the number of megapixels, affects the quality of the image produced. Lenses on Point & Shoot cameras are most often not capable of producing imagery equal to that of a digital SLR, and/or the camera's electronics are limited in image processing.

Size requirements for Features, Articles, Profiles, Travelogues, and Husbandry (photographs and graphics):

These articles encompass a variety of finished image sizes and orientations, and may include cover and centerfold submissions for consideration. Unique to these features is the requirement for a full-page portrait lead photograph. If an image of this size is not available, contact the editors for assistance in locating a suitable image. The number of submissions is covered in the "Selection" section at the beginning of this guideline. In regards to orientation, the publication utilizes both landscape and portrait extensively. The size requirements below can be for either orientation except the Lead.

Minimum for 1-column (feature support and secondary imagery):	4 x 6 inches (1200 x 1800 pixels @ 300ppi)
Minimum for 2-column (primary imagery):	8 x 6 inches (2400 x 1800 pixels @ 300ppi)
Minimum for Lead Photograph:	8.5 x 11 inches (2550 x 3000 pixels @ 300ppi)

Size requirements for Focus on Conservation:

Minimum for 2-column (portrait):	8 x 6 inches (2400 x 1800 pixels @ 300ppi)
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Size requirements for Conservation and Natural History Research Reports, and Newsbriefs:

Minimum for 1-column:	4 x 6 inches (1200 x 1800 pixels @ 300pp)
Minimum for 2-column:	8 x 6 inches (2400 x 1800 pixels @ 300ppi)

Size requirement for external covers and inside back cover:

Photographs submitted for front and back cover consideration must be exceptional and high quality. Photographs submitted should take into account the location of the masthead. Preference in cover selection is given to photographs of species taken in their natural habitat. Credits for the front and back covers are given on the inside front cover.

Minimum for 1-column: 9 x 12 inches (2700 x 3600 pixels @ 300pp)

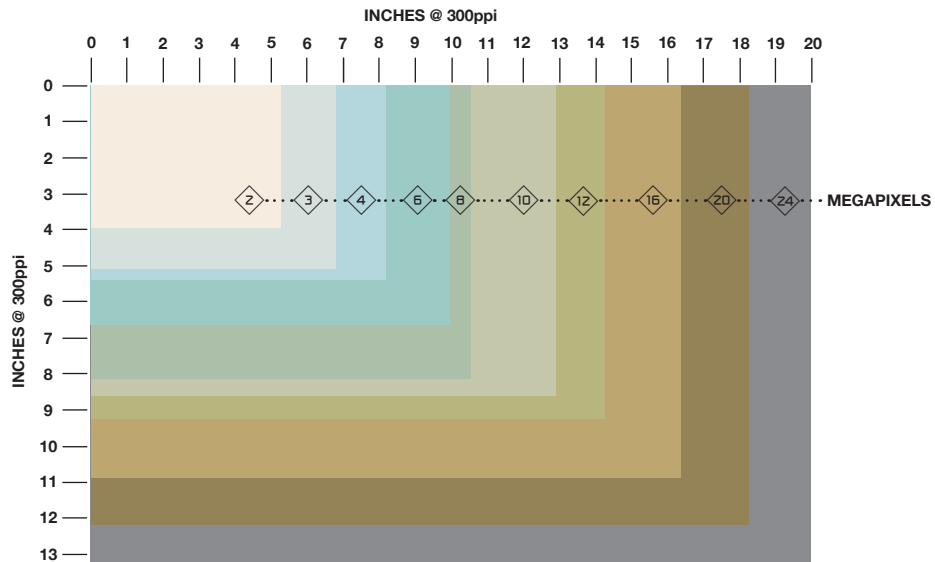
Size requirement for the centerfold:

Photographs submitted for centerfold consideration should be exceptional and of high quality. The subject can either be related to a feature or a standalone. The publication's centerfold will be branded with an IRCF sponsor's logo accompanied with a statement, such as "Proud sponsor of the IRCF and this centerfold". Photo credits are given to the author.

Minimum: 17 x 11 inches (5100 x 3300 pixels @ 300pp)

• **Size and Resolution Reference:**

Digital camera megapixels vs. image size at 300ppi. Colored blocks represent the maximum size of an image at the specified megapixel number (diamond).



To determine the physical size (length x width) of an image at 300ppi, divide each pixel dimension by 300.

Example:
1600 divided by 300ppi = 5.3 inches
1200 divided by 300ppi = 4 inches

To determine the pixel dimensions (length and width) of an image at 300ppi, multiply each physical dimension by 300ppi.

Example:
8 inches times 300ppi = 2400 pixels
10 inches times 300ppi = 3000 pixels

• **File Numbering, Captions, and Photo Credits:**

Each image should be numbered and referenced in the captions. When the submissions include multiple photographers or artists, credits should be included in the caption. Captions should be appended at the end of the manuscript.