Guidelines

# The People's Friend

# Photography

**WE** live in an age when it's never been easier to take, edit and store photographs. As we deal with hundreds of photographs every year here in the "Friend", we thought it might be helpful to share a few pointers about submitting pictures for the publication.

We're always delighted to receive photographs from readers and writers, so over the years we've figured out a few things that work best for us and our printing process – and we'd like to share them with you to make it easier for us to work together.

**LETTERS** for the "Between Friends" page, small filler features and other contributions of around 600 words or less don't demand too much. A piece of this size naturally looks much better with a matching image, so if you have one, please do send it in. We may not be able to use it without one.

Unsurprisingly, digital images are the easiest for us to use, but we understand that most of us only started with digital photography fairly recently. Old photos are fine, but we do need originals or spare copies, not scans or photocopies. We will take care of them and return them to you once we have scanned them ourselves! Please make sure to include a stamped, self-addressed envelope so we can do so.

If you have a digital image, that's great! If it's a letter, email it to **betweenfriends@dcthomson.co.uk** or if it's a feature send it through to **peoplesfriend@dcthomson.co.uk**.

**IF** you're looking to submit a larger feature of 600 words or more, then we need to work a bit a harder to illustrate it.

As per our **Feature Guidelines**, we recommend most people start with smaller features first so that we can build up a relationship before moving on to bigger things.

However, for those with a bit of experience or regular writers, we'd like to share a few tips from our designers that help us when it comes time to lay your piece out on the page.

- Please don't send us too many images – even for large features, a good mix of 20 to 30 will do. And please caption each image – i.e. rename them so that the filename is the description. For printed photos, please just make sure we know what each one is.

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- Make sure the resolution of the images is high enough. We need them to be 300 dpi, with minimum dimensions of 1500 x 1800 pixels. Chances are most digital cameras will meet or exceed this standard, but camera phones and computer/tablet cameras may well not. Check the "properties" of your pictures to find out.

- Think about framing the shot. If it's a building, make sure you get all of it in the picture! What's in the foreground? Does it complement the shot? People in front of the camera normally distract from the focal point, but flowers or something scenic might add something to it.

- If you have a selection to choose from when sending them in, pay close attention to the sharpness of the image and whether it's bright enough.

- Think about the whether the images complement the feature. Have you got a picture of the main person or place? Are all the images you're sending in relevant to the piece?

- Is it a historic building or famous place? Some heritage organisations, like the National Trust, require you to have permission before you can reproduce an image of a place. It's usually a case of just asking when you're there, or giving them a call.

- If it's someone else's photos that you're sending in, or you have sourced them from somewhere other than yourself, let us know the name of the person or organisation so that we can give them due credit.

- If you are submitting photographs of people, please make sure you have their permission. If there are children in the photographs, you must have the parents' or a guardian's permission. ■