



## *Guidelines for Submitting Photography*

Guidelines for submitting photographs would include:

- ★ Use black and white, 8x10, pictures taken with a 35 mm camera or digital camera.
- ★ Have the same person (skilled in photography) take all the pictures.
- ★ Take action pictures but take lots of them. Action pictures often are confusing when reprinted in the paper. All people may not be clearly seen. Action shots are usually preferred, though, over “portrait” shots.
- ★ Keep the photography simple. Don’t have too many people in picture, have them doing something of interest which the viewer can easily identify, don’t have complex or dark background.
- ★ Submit caption information. Type on a piece of paper the full names of people, (from left to right in the picture), what is happening, where it took place, and when it took place. Tape the paper to the back of the photograph. **DO NOT WRITE ON THE PHOTOGRAPH.** Include the name and phone number of a contact person if there are questions.
- ★ If the photograph is to accompany a press release or article, make reference to both on both pieces submitted.
- ★ Encourage a reporter from the paper to cover an important event and bring a photographer with him/her. That way, they’ll get the right shot and right slant.

## *Submitting Electronically*

With today’s technology, articles and photographs can be sent via e-mail. If you have access to a computer and the internet, check on line for your local newspaper. Instructions for submitting should be found within their site.

Check out the *Concord Monitor On Line* found at  
<http://concordmonitor.com/apps/pbcs.dll/section?Category=COMMUNITY01>

This is where you can upload your photo along with your article/special event.