

# Submitting your digital photographs for publication

- Subjects should be photographed using the RAW setting, if available, on your digital camera. The next-best capture setting is the highest-quality JPEG or TIFF. Only RAW, JPEG, and TIFF file formats are acceptable.
- Images should be photographed using the Adobe RGB 1998 color profile setting, if available, on your camera. If it isn't available, your camera will automatically shoot in sRGB color space.
- Digital files should not be corrected or manipulated for color, sharpness, size, cropping, or color mode. Image files that have been altered for content or aesthetics **must be labeled** as altered images.
- We highly recommend that a digital gray card (see Additional Information) be photographed in the setting in which your digital images were photographed. This image file **should be included** when you submit your images for consideration. The gray card image file will allow us to reproduce the images with the greatest color accuracy possible. If you are unable to provide an image file with a gray card reference, we will do our best to render your image with color accuracy and exposure.
- Submit image files online at [www.contribute.kalmbach.com](http://www.contribute.kalmbach.com)  
We will also accept submissions sent to us on a CD or on a DVD.

## Additional Information

- Photos should be exposed properly, and when appropriate, fill the frame with the intended subject matter, including additional background. In some cases, for design purposes space around the subject provides more flexibility for cropping options and layout.
- To help ensure the best possible image quality of your images, we suggest sending us original slides or prints for reproduction scanning. We accept contributor scans on a case-by-case basis.
- Color reproduction may change due to paper quality, printing variables, and color mode change.
- To help ensure the best possible quality of your images, we request a gray card image be submitted with your files. Digital gray cards are available at most camera stores and cost between \$10 and \$20. Otherwise, consult Internet photo sources such as [www.calumetphoto.com](http://www.calumetphoto.com) and [www.bhphotovideo.com](http://www.bhphotovideo.com).
- To inquire about photographic issues, contact our photography department at [photostudio@kalmbach.com](mailto:photostudio@kalmbach.com) or 262-796-8776. (Please do *not* submit your photos to [photostudio@kalmbach.com](mailto:photostudio@kalmbach.com))
- If you have questions concerning submissions specific to one of our publications, contact that magazine directly.

## Key Terms

**Color Mode** - the color profile that is assigned to a digital file (sRGB, Adobe RGB, etc).

**Cropping** - deleting part or parts of an image to emphasize the main subject and composition.

**Density** - total color value; the vibrancy or depth of a color.

**Digital Gray Card** - a small gray card photographers use to set exposure values and balance the color of the light source of their scene/set. The gray card reflects approximately 18% of the light that falls upon it. It is the standard reference value against which all photo light meters are calibrated.

**File Compression** - software algorithms that create significantly smaller image files without changing the number of pixels in an image.

**JPEG File** - the most common type of compressed image file format. It is a "lossy" type of storage because even in its highest-quality mode data compression reduces file size.

**Lossy** - file compression that actually reduces the amount of information in the data, rather than just the number of bits used to represent that information.

**Megapixel** - a million pixels; camera resolution is measured in megapixels.

**Pixel** - "picture element," the smallest part of a recorded image. An image is made up of millions of pixels.

**RAW File** - image format that allows maximum exposure, color correcting, and fixing perspective distortion of the digital image file.

**TIFF File** - a lossless image format used in digital photography.



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These guidelines are intended to help you achieve and submit the best images possible. However, they do not guarantee publication in any Kalmbach Publishing Co. magazine or book.