

## GAP Photos Ltd Submission Guidelines

GAP is a digital only agency and images must meet our minimum criteria. Images can be produced by scanning transparencies or capturing with a digital SLR. Below you will find our guidelines for submitting images to GAP.

### High-res files submitted must meet the following criteria:

- File Format:** Tiff (24bit) 8 bits per channel, without compression.  
**Colour Space:** Adobe RGB 1998 (all files should be tagged with the colour profile)  
**Size:** Sufficient to cover A4 at 300dpi (without any interpolation)  
**Resolution:** 300dpi  
**Layers:** Send your images without any additional layers, paths or channels  
**Sharpening:** Do not apply any sharpening to your images, if your camera can sharpen images as they are shot, ensure this setting is turned off. Do not use un-sharp mask.

To meet this criteria a camera with a native resolution of at least 8 mega-pixels should be used. Or if you are scanning transparencies a file size ~30mb should be produced from your scanner.

### Preferred Cameras:

Canon 1Ds Mk II / 1Ds Mk III  
Canon 1D MK III  
Canon 5D / 40D / 400D / 450D / 1000D  
Nikon D3  
Nikon D2x  
Nikon D80 / D60 / D40x  
Nikon D200 / D300

As we compress the Tiff files we receive into high-res Jpegs for online delivery it's important that images are not compressed more than once to minimise Jpeg artefacts. So all images produced on digital cameras should be shot in RAW mode in Adobe RGB 1998 and then converted to an 8 bit Tiffs using the Raw converter which came with your camera or the Raw converter built into recent versions of Photoshop/Lightroom.

### Please note:

These are the minimum requirements for your images to be submitted to GAP. We welcome images larger than A4, when scanning your images it is often best to scan at the largest size you can afford in order to prevent revisiting and rescanning at a later date.

### Colour Management:

Your images should be produced in a colour managed environment. It is important to have a colour calibrated monitor, it is recommended that you use a conventional CRT monitor or top-end LCD display. It is not recommended that you use Adobe Gamma to calibrate your screen as this produces mixed results. A hardware monitor calibrator should be used, such as the Spyder Pro or Gretag Macbeth Eye1 Display. It is advised that your workspace profile is set to Adobe RGB 1998 within Photoshop. All files should then be tagged with this colour profile when saving.

**Submissions:**

Your Submission should be made on CD/DVD or portable Hard-Drive. Please place the High-res images in a folder called "High Res" and place a Jpeg of the same image (saved with the same filename) in a folder named "Low Res". These low res files should be constrained to 800pixels and saved as a Jpeg at quality 7 or above.

We no longer require low-res images on submissions which have already been edited.

We do not return CD's & DVD's.

**Send Submissions To:**

GAP Photos - Submissions  
Knowles Farm  
Wycke Hill  
Maldon  
Essex  
CM9 6SH

**Caption & Keywording:**

GAP now supports IPTC information so please enter all of your caption information into the description field of "File Info" within Photoshop. Please ensure the descriptions are also in your preview jpegs as this will help to speed up our processing.

We require your image information entered into specific fields within Photoshop file-info. Only information supplied in these fields will be entered onto our system, all other information is removed and some overwritten with GAP copyright notices.

**Photoshop Version CS/CS2**

Complete Caption field with your caption  
Complete Transmission Reference field with your unique image reference  
Complete Instructions field with any other credits, e.g. garden designers

If you have any questions relating to the above please contact us by email on: [info@gapphotos.com](mailto:info@gapphotos.com)