

Submission Guidelines

With over 25 years' experience working with photographers, illustrators and scientists the Science Photo Library is uniquely placed to serve the needs of the world's media for great images of science. Although our collection started with scientific images, it has grown to encompass all aspects of the sciences and their social impact in everyday life.

Science is everywhere, our environment and the climate, our diet and healthcare, from the plants in our gardens to the stars in the sky above us. Whether your expertise is studio still-life, photo reportage, location and wildlife or scientific imaging such as microscopy and astronomy, you may be surprised to find how easily you fit in with the needs of our clients.

If you would like to join us, this page tells you how we would work together.

Initial contact

Before contacting us make sure you are able to provide at least 60 -100 different images in your first submission.

To give us a first look at what you do, please send an e-mail with a brief description of your subject matter. Attach 10 low-resolution images in jpeg format. If you have a web site make sure you include a link to it in your e-mail.

If your material is suitable an editor will contact you with further details on how to submit.

Preparation checklist

- File format – we need uncompressed TIFF files in 24-bit (8 bits per channel) RGB colour and in the Adobe (1998) colour space. Set resolution to 300 pixels per inch (ppi).
- File size – photographs: a minimum of 36MB when open. Illustrations: preferably 60MB when open. Do not resize your images to reach this level.
- File names –keep them brief and use the '.tif' file suffix. Use underscore instead of spaces **like_this** and avoid the following symbols / \ & * % ` @ \$ () ' " ! < > | ~ #
- File preparation –do not use any cleaning or sharpening filters on your images. Make sure there are no alpha channels or layers. Do any retouching at 100% size, and perform colour and contrast corrections on a calibrated screen.
- File information – make sure you add IPTC data (e.g. in Photoshop "File Info" menu) with your images. Further details are below.

Delivery checklist

- For each submission, include a folder with full-size images, and another with smaller jpeg previews. Previews should be no more than 1000 pixels in either height or width.
- If delivering on optical media (CD-R, DVD+R, DVD-R), make sure the disks are recorded in a cross-platform format readable by both Macs and PCs, and are clearly marked with your name and the date.
- Submissions by ftp can be made for preview files, or small numbers of full-size files, by prior arrangement.

General information

Pre-editing – please edit your pictures before sending. Edit tightly and send only what is suitable in terms of quality and content. Large submissions, which have not been pre-edited, will be returned.

Regular Submitting – regular submissions of saleable images are the only way to grow your income for the future. The numbers depend on the content and uniqueness of the images. You will develop a feel for this, but a rough rule of thumb of 20-50 images per quarter will apply to most contributors.

IPTC data – this is information you embed in your image which reduces the amount of time we take to process your images. These data can be seen in the ‘File Info’ menu in most applications. The information we need is:

- Title or Heading: this is where you put your reference number for the image
- Caption: good captions sell images, and are crucial in scientific photography. You should identify the main features of the image, and give some background information. This might include common and Latin names of plants or wildlife, location and time of day or date if relevant, magnifications in close-up images or micrographs, and so on. Please double-check all spellings.
- Keywords – good keywording will make your images much more visible to potential buyers. Again, please double-check spelling and use both singular and plural where appropriate (e.g. mouse, mice).

Model release – if the subject of your image is **a person, or part there of (E.G. a hand)** you must have obtained a signed model release from them. A sample model release is available [here](#). It is very important that the release and images relating to it are very clearly identified.

Property release – if you have taken photographs in a location not normally in public view and for which an entry fee is charged (e.g. private gardens), you will probably need a signed property release from the owner of the site. A sample property release is available [here](#).

Distribution – your images will be distributed to clients across the world. We have a network of agents in over 35 countries, and other countries are dealt with from our

London office. Unless you are illustrating something specific to a particular place, please try not to include anything that places the image in a particular country (for example, road signs or currency symbols).

The contract between us

The full version of the contract between us is available [here](#). Briefly, the essential points are:

- Copyright in the images stays with you at all times.
- The images you give us are not given to another agency (image exclusivity).
- We require world distribution rights.
- We pay you 50% of the income we receive from licensing your images.
- We pay quarterly as long as your account exceeds £100, otherwise payment is carried over to the next quarter.
- The contract runs for 5 years initially.

Contacting us

If you are happy with all this and want to look into working with us, please contact our new contributor team using the form [here](#). You can also use this to ask us any questions you may have.

We look forward to hearing from you.