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Spotlight photograph guidelines

The Spotlight does print photographs that are submitted by another party, whether as a standalone element or as part of a story written by a reporter. For the paper to make use of a submitted photo, either in print or online, it helps if it includes certain information and meets certain standards.

- Submit the largest photo possible, by electronic means. What might look great on a cell phone screen will not necessarily reproduce in print. A good rule of thumb is a .jpeg photo should exceed 500 kilobytes. The larger, the better.
- The .jpeg format is preferred, but other formats (such as .tiff or .psd) are acceptable. Please do not submit a photo in a document.
- Include caption information. This should at least consist of the date, location and general specifics of the event in question, as well as identify subjects in the photo. If identifying more than one person, please identify one at a time "from left."
- Dynamic photos are more likely to be places than static photos, such as ribbon cuttings or check presentations. Readers will be more likely to take notice of photos that include action or fresh local faces.
- Submit photos to news@spotlightnews.com, and send photos as an attachment (not in the body of the email).
- Allow adequate time for the photo to be handled. The deadline for announcements is the Friday before the paper's date of publication (our weekly papers are published on Wednesdays and Thursdays).
- Photos submitted by another party will be attributed as a "Submitted photo."

Because space in the paper is not unlimited the paper cannot guarantee the placement of any item, even if the above guidelines are adhered to. *The Spotlight* reserves the right to modify any submission for length, style and grammar, and to crop/modify any photo so as to fit the space available.