

## Guidance from the editor of *the Edge* on supplying photos for publication

To make the process more streamlined, and make sure the editor of *the Edge* spends less time looking for information, please keep to the following file formats and name all your files and images.

Please, this is so important – the editor needs **what the image relates to** and the **name of the artist/calligrapher** and **some way of quickly identifying individual images**.

### Format of name of a document or an image

EDGE\_NAME\_SUBJECT.doc  
EDGE\_NAME\_SUBJECT.pdf  
EDGE\_NAME\_SUBJECT.jpg  
EDGE\_NAME\_SUBJECT.tiff

and so on

### Examples

EDGE\_HScholes\_Ink.tiff  
CLAS\_FESTIVAL\_26\_AMITY\_CATCH\_YOUR\_BREATH.jpg  
CLAS\_FESTIVAL\_26\_WUNDERLICH\_PIMP\_UP\_EXAMPLE\_1.jpg  
CLAS\_FESTIVAL\_26\_LEYFIELD\_TRAVEL\_JOURNAL\_EXAMPLE\_1.jpg  
CLAS\_FESTIVAL\_26\_BIO&WORKSHOP\_SUE\_SMITH.doc

### How to send image files to the editor

All image files must be very high quality (minimum 300dpi) and should be sent by WeTransfer, not in lots of separate emails please.

Captions are not needed – the editor will add those last, and will ask for that information last, depending on which images are selected for publication.

### **Please note: the editor cannot accept unnamed images!!!**

(i.e. image names that are left in the original numbered format provided by the device used to take the photographs)

Provided by Helen Scholes  
June 2019