



SUBMISSION GUIDELINES

1 Photos must be submitted as **attachments** and should be in JPEG or PNG file format. PDFs are not recommended. Please **do not embed** photos in the body of an email or in a Word document.

We cannot obtain photos from online sources as they are too small for print.



FEATURE PHOTOS

2 Any style of photo can be used in your feature as long as the image is print quality (300ppi at a minimum of 4" x 6").

For half and full pages, you may submit one photo.

For two-page features, you may include *up to* four photos. The amount of text in the bio will determine how many are included in the feature.

For four-page features, you may submit up to six photos. The amount of text in the bio will determine how many are included in the feature.



LOGOS

3 Logos should be submitted in one of the following file formats: jpeg, png, EPS, or AI. PDFs are not recommended.



HELPFUL HINTS

4 If you hover your mouse over a photo, you should see the file size. Images that are shown in kilobytes are usually too small.

Please do not manually enlarge any images. They will become blurry and pixelated.

You do not need to hire a professional photographer to obtain high resolution, print-quality photos. Most smartphones will do the job. The phone's camera settings must be set to the highest photo resolution. Do not email photos directly from your phone. Most times, the phone will automatically resize them. Instead, download the image to a PC or laptop, save it, then send it to us as an attachment.

To calculate the resolution of the image, multiply the width by the height of an image. For example, an image that's 2048 pixels wide and 1152 pixels high has a resolution of 2.36 megapixels.