

# **Contributors Editorial Member IPTC Guide**

## **IMAGE QUALITY**

### **Toning**

Toning should be basic, following the “less is more” philosophy that avoids over-doing images. Absolutely no changes are to be made to any photo, other than basic cropping & toning and traditional photojournalism dodging & burning methods. We recommend first cropping the photo, then setting levels. Set curves, adjusting basic lightness or darkness and color. Then work on hue & saturation, if needed.

### **Size**

The photo should be sized no less than 2000 pixels on the longest dimension. Anything over that is fine, if under that, re-size up. Save as a .jpg so the photo is close to 2MB compressed.

## **CAPTION GUIDELINES**

### **Captions**

The caption information is critical—please make every effort to ensure accuracy. Captions can be done using Photoshop’s “file info” command or Photo Mechanic’s IPTC Info box. Names are the most critical area in the caption.

The first sentence of the caption describes what the photo shows, in the present tense, and states where and when the photo was made. It must always include the day and date the photo was made. And please make sure to add the date and location before the whole caption.

The second sentence of the caption gives background on the news event or describes why the photo is significant. Whenever possible, try to keep the captions to no more than two concise sentences while including the relevant information. Try to anticipate what information a newspaper editor or reader will need.

End the caption with the appropriate signoff.



May 21, 2012, Tokorozawa, Japan - Japanese school children use specially designed eye glasses to observe the annular solar eclipse in Tokorozawa, Tokyo's western suburbs on Monday, May 21, 2012.

From southern Kyushu to Tohoku, northeastern Japan, some 83 million people along the Pacific Coasts observed the rare phenomenon, in which the moon blocks all but a ring of the sun's light. In Tokyo, it was viewed for the first time in 173 years. (Photo by Natsuki Sakai/ AFLO)

## IPTC Style Information

Shown below are the IPTC fields that are required. These match up with the fields in Photo Mechanic. Other software such as Adobe Photoshop's file info area will have the same fields but might be named differently.

### Location

City: City name in upper and lower case, such as Tokorozawa

Country: Japan

### Database

**Object Name:** Story Slug all in upper and lower case

**Category:** A single letter code as below:

I – International News (Outside USA)

S – Sports

**Supplemental Cat 1:** A three-letter code as outlined below:

GENERAL:

ENT – Entertainment, celebrities (don't use the word people)

FEA – Feature pictures of a non-news nature

FILE – File photo

WEA – Weather (Satellite View)

SPORTS:

\*\* The following are the newly changed codes to be used in the Supp. Cats \*\*

ATH – Track and Field  
MOT – Motorcycling  
RGL – Rugby League  
RGU – Rugby Union  
SBD – Snowboarding  
SPD – Speed skating  
SQU – Squash  
SUM – Sumo Wrestling  
VOL – Volleyball  
WPO – Water Polo  
WEI – Weightlifting

OLY – Olympics  
ARC – Archery  
ATH – Athletics (Track and Field)  
CAR – Auto Racing  
BAD – Badminton  
BBA – Baseball American League (USA)  
BBN – Baseball National League (USA)  
BBC – Baseball College (USA)  
BBM – Baseball Minor League (USA)  
BBH – Baseball High School (USA)  
BBY – Baseball Youth (USA)  
BBI – Baseball International (USA)  
BBW – Baseball Women's (USA)  
BBO – Baseball Other (USA)  
BKC – Basketball College (USA)  
BKW – Basketball Women's College (USA)  
BKH – Basketball High School (USA)  
BKL – Basketball Women's Pro (USA)  
BKN – Basketball NBA (USA)  
BKO – Basketball Other  
BIA – Biathlon  
BOB – Bobsled  
BOX – Boxing  
CAN – Canoeing  
CRI – Cricket  
CUR – Curling  
CYC – Cycling  
DIV – Diving  
EQU – Equestrian  
FBC – Football College (USA)  
FBH – Football High School (USA)  
FBN – Football NFL (USA)  
FBO – Football Other (USA)  
FEN – Fencing  
FHK – Field Hockey  
FIG – Figure Skating  
GLF – Golf  
GYM – Gymnastics

HNB – Handball  
HKC – Ice Hockey College (USA)  
HKN – Ice Hockey NHL  
HKO – Ice Hockey Other  
JUD – Judo  
LUG – Luge  
PEN – Modern Pentathlon  
MOT – Motorcycling  
MLB – Major League Baseball  
MNB – Minor League Baseball  
RAC – Horse Racing  
ROW – Rowing  
RGL – Rugby League  
RGU – Rugby Union  
SAI – Sailing  
SHO – Shooting  
SKE – Skeleton  
SKI – Skiing  
SBD – Snowboarding  
SOC – Soccer  
SOF – Softball  
SPD – Speed skating  
SQA – Squash  
SUM – Sumo wrestling  
SWM – Swimming  
TTN – Table tennis  
TAE – Taekwondo  
TEN – Tennis  
TRI – Triathlon  
VOL – Volleyball  
WPO – Water Polo  
WEI – Weightlifting  
WRE - Wrestling

## **Credits**

**Photographer:** The photographer's name in upper and lower case

**Credit:** The photographer's name/Aflo

**Source:** Aflo

## **Time and Date**

Should be the date the photo was shot, not necessarily today's date or the processing date noted by image software. Please be careful that certain software may change the original shooting date by preferences.

## **Writers**

Two-letter initials of the caption writer, in CAPS

## **Headline**

The summary of the story

## Special Instructions


Japan Out, No Third Party Sale

## Transmission reference

Will be automatically filled by the system with the official image number.

**\*\*If sending directly, please include your 4 letter code\*\***

IPTC Info for aflo\_AYFA007123.jpeg

<b>Location</b> City: Tokorozawa State: Country: Japan Code: JPN	<b>Caption:</b> May 21, 2012, Tokorozawa, Japan - Japanese school children use specially designed eye glasses, observing the annular solar eclipse in progress in Tokorozawa, Tokyo's western suburbs on Monday, May 21, 2012. From southern Kyushu to Tohoku, northeastern Japan, some 83 million people along the Pacific Coasts observed the rare phenomenon, in which the moon Writers: NS	
<b>Database</b> Object Name: Category: I Supp Cat 1: <i>If available e.g. SOC for Soccer</i> Supp Cat 2: Supp Cat 3: Keywords: Japan, Tokorozawa, Eclipse, Child Edit Status:	<b>Headline:</b> Japanese School Children Observe the Solar Eclipse. <b>Special Instructions:</b> Japan Out, No Third Party Sales	<b>Time and Date</b> 7:31:30 AM 5/21/2012 Today
<b>Credits</b> Photographer: Natsuki Sakai Title: Credit: Natsuki Sakai/Aflo Source: AFLO	<b>Transmission Reference:</b> AYFA007123 Urgency: Undefined Copyright:	<b>Sound</b> Play Stop

Clear Load... Save... Apply Stationery Pad Variables... Cancel OK