

RED COVER

PICTURE LIBRARY

interiors + lifestyle gardens food

HOW TO SUBMIT INTERIOR, GARDEN AND FOOD FEATURES TO THE LIBRARY:

1) Feature submission forms: A submission form **must** accompany each feature. This allows us to incorporate any credits and restrictions to your images. Please ensure each section is **correctly filled in and legible – if we can't read your writing or the form is incomplete the package will be returned to you at your expense.**

It is the responsibility of the photographer to inform the library who the writer is (see submission form) and to ask him/her to send the text, captions and a synopsis in word format to the library at the same time as the images are submitted.

If there is no text, or the text is the copyright of a magazine/newspaper and needs to be rewritten, please can you make sure that the owners are happy to be re-interviewed. If you would like us to arrange for a journalist to write the text please let us know.

Before we can start processing a feature we need to have **all** the images relating to that particular feature together with the submission form, text, captions and a synopsis.

2) Interiors feature submission: Ideally, we would like shots of: the exterior, every room as a whole, and also connecting areas, hallways, foyers etc. detail shots and a portrait of the owner or designer/architect. **Wherever possible please include a lifestyle element.** Shots with people in them are best duplicated without people as well. Whenever you shoot specifically for a magazine that doesn't use lifestyle shots, please try to include them just the same as they will **definitely** help to increase your sales.

Each feature should have a minimum of 16 images (less for kitchen/bedroom and bathroom features).

3) Garden feature submission: Features should have at least 20 images. Please include shots of the house and architectural details such as paths, steps, fencing, containers and statuary. We do need a shot of the owners/garden designer and good lifestyle elements will always enhance the feature's potential.

When submitting a feature please send the images in a sequence that outlines the way the garden works. ie: Start with a picture of the main building

followed by a selection of images interspersed with details with portraits of the owners at the end.

4) Food feature submission:

Irrespective of whether the feature is a step-by-step or a lifestyle meal such as a picnic, Christmas lunch, brunch or a dinner please submit the feature in a sequence that makes sense of the story.

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