



Brooks NPPA

STUDENT CHAPTER

SUBMISSION GUIDELINES

About Week in Pictures

The Brooks NPPA Student Chapter officers, guest editor and advisor review each week's submissions to determine the best images for that week. As we are a Visual Journalism program our criterion first and foremost is that the images selected should reflect the best of photojournalism. They should not only be great photos, but should clearly tell a story as well. Because of this, captions are essential. Any image without a complete caption will not be considered.

There is no set number of photos selected for any given week. The number chosen is determined by the quality of submissions for that week and the editors involved. If you have any questions about an edit or about the editing process or would like to be a guest editor, please contact the [Brooks NPPA President](#).

Submission Guidelines for Week in Pictures

Please take a moment to review the submission guidelines. Any image submitted that does not follow these guidelines will not be considered.

Student Eligibility:

All currently enrolled Brooks students can submit pictures for consideration for the Week in Pictures. You don't need to be a current NPPA member, but you do need to be a currently enrolled Brooks student.

Deadline:

All pictures **MUST** be received no later than Sunday at midnight to be considered. Pictures should be shot during the previous week, with the exception of Week 1, in which submissions will be allowed from the break as well as the first week of the session. The images will be selected on Monday and posted that evening. All photos submitted after the deadline will not be considered.

IPTC Information:

All photos **MUST** have a complete set of IPTC information including an AP style caption and complete copyright information filled out in the Description and Origin dialog (Photoshop) or IPTC Info (Photo Mechanic) to be eligible for consideration. Images without complete IPTC will not be considered

IPTC Information (Cont.):

Please follow this format when filling out the caption/description field:
Photographer's name / affiliated publication or agency (if applicable) © YEAR
(empty line)
Complete caption AP style (5 W's and H) with complete ID's.

Winning Week in Pictures submissions will be added to the Brooks NPPA PrintRoom Gallery to be potentially purchased as prints for personal use. If you do not want your image to be added to our gallery, simply enter "NO SALE" at the end of your caption.

Photoshop Description

The screenshot shows the 'Description' panel in Photoshop. It contains the following fields and options:

- Document Title:** PHOTO TITLE
- Author:** (empty)
- Author Title:** (empty)
- Description:** Your Name / Affiliated Agency © Year
This is your caption. It should be AP standard style with Who, What, Where, When and Why as well as complete ID's
- Description Writer:** (empty)
- Keywords:** (empty)
- Copyright Status:** Copyrighted
- Copyright Notice:** YOUR NAME © YEAR
- Copyright Info URL:** (empty)
- Go To URL...** button

Photoshop Origin

The screenshot shows the 'Origin' panel in Photoshop. It contains the following fields and options:

- Date Created:** 9/12/07 (with a 'Today' button)
- City:** CITY
- State/Province:** STATE
- Country:** COUNTRY
- Credit:** YOUR NAME
- Source:** AFFILIATED AGENCY OR PUBLICATION

SUBMISSION GUIDELINES CONT.

Photo Mechanic IPTC Info

The screenshot shows the 'IPTC Info for Example.jpg' dialog box. It contains the following fields and sections:

- Location:** City (CITY), State (STATE), Country (COUNTRY), Code.
- Database:** Object Name (PHOTO TITLE), Category, Supp Cat 1, Supp Cat 2, Supp Cat 3, Keywords, Edit Status.
- Credits:** Photographer, Title, Credit (YOUR NAME), Source (AFFILIATED AGENCY OR PUBLICATION).
- Caption:** Text area with placeholder: 'Your Name / Affiliated Agency © Year' and instructions: 'This is your caption. It should be AP standard style with Who, What, Where, When and Why as well as complete ID's.'
- Writers:** Text field.
- Headline:** Text field.
- Special Instructions:** Text field.
- Transmission Reference:** Text field.
- Urgency:** Dropdown menu (Undefined).
- Copyright:** Text field (YOUR NAME © YEAR).
- Time and Date:** Time (19:29:00), Date (09/12/2007), Today button.
- Sound:** Play, Stop buttons.

Buttons at the bottom: Clear, Load..., Save..., Apply Stationery Pad, Variables..., Cancel, OK.

Image Naming Convention:

The naming convention for your Week In Pictures images should follow this structure:
wip.lastname01.jpg
wip.lastname02.jpg etc...

File Size:

Images should now be submitted with 1940px on the longest side at 72ppi with no compression (JPEG 12).

To Submit:

Images are submitted by uploading to the Brooks server via FTP. Use the FTP program of your choice. For the server use: vftp.brooks.edu. For your login use your Brooks Student Portal login name and password. The nonstandard port number is 10035. Do not create any additional folders once you are logged in. Simply upload your images and you're done.

The screenshot shows an FTP client configuration dialog box with the following fields:

- Server: vftp.brooks.edu
- User Name: brooks.username
- Password: masked with dots
- Initial Path: optional
- Port: 10035
- Protocol: FTP

Connect button is located at the bottom right.