

## Submission Guidelines for Images and Features

You would like to submit new images or features? We are looking forward to it! To ensure a smooth submission workflow please find all the information you need within this document.

If you are sending images or features to living4media for the first time please send an email with your contact details and a link to your website to [photographer@living4media.com](mailto:photographer@living4media.com).

If you don't have a FTP account yet, we will be pleased to set it up for you. Alternatively, you can send us an USB stick or an external hard drive or use [www.wetransfer.com](http://www.wetransfer.com) to submit your data. You can find our contact details at the end of this document.

### Images

Please consider the following image submission standards:

- Please submit only TIFs or JPGs
- Maximum image size, at least 12 mio. pixel (or 35 MB without interpolation)
- At least 300 dpi
- Adobe RGB (Adobe 1998 color space)
- No alpha channels, paths, layers, guide lines or color charts in the image
- File names without any spaces, special characters, numbers or accents (ä, ö, è, é, &, /, #, etc.)
- All images in one folder
- Exact description of the subject into the IPTC data (description window)
- If necessary please include model and property releases

### Features

Features are editorial articles including images and texts. Our clients love this product, so if you want to participate and contribute to this growing success of our features, please note the following information:

- Save all documents relating to one feature in one separate folder
- Submit all images in the highest possible resolution
- Minimum number of images: interior/architecture 30+ images, food/decoration/do-it-yourself/gardens: 10+ images
- For each individual feature please submit a Feature Submission Form
- Please include also a PDF of the first publication (if relevant)
- Don't forget any Model & Property Releases (if relevant/available)
- If you submit a food feature, please include recipe texts
- For all other themes we need significant text descriptions (.doc or .txt)

At the first selling of a feature (except food) we instruct a creation of a detailed description text in English. In case of a sale we do charge this proportionately with an amount of € 90.

### Your contact

For further questions please contact us:

Photographers & Art Department  
+49 (89) 747.202.89  
[photographer@living4media.com](mailto:photographer@living4media.com)