

# CONTACT A CREATIVE 27 PACK INFORMATION

## YOUR PHOTOGRAPHY PACK CONTAINS:

- Frequently asked questions
- Technical information
- Page layout
- Thumbnail category section
- Confirmation of order form (if not already sent)

This pack should contain all that you need in guidance to complete your page submission for CONTACT 27. Please take the time to read all the information so you know what to expect during production. This pack is designed to help avoid worries, extra costs or problems during production.

### • FAQs

This information is below and contains answers to the most commonly asked questions. If you have any queries, please consult this information first.

### • Technical information

Within this sheet you will find all that you need to know about supplying your imagery, on disk, as print or artwork. Please read this information carefully to ensure you get the best reproduction of your imagery while avoiding extra charges from incorrectly submitted work.

### • Page layout (for fixed format pages)

You need to mark clearly on thlayout sheet the position of your images, remembering to allow 3mm at edges if full bleed is required (dps fixed format customers only). On a separate sheet please type or write very clearly your contact details and any copy required to go at the top of the page, plus any captions required to accompany images. Accurate crop guides must be supplied, preferably as printouts and may be stuck onto the layout sheet if desired. Free format pages do not need to indicate layout on this sheet.

### • Thumbnail category section

Use this form to indicate which image/category you wish to use for the category section at the back of the book. This is optional and if not returned no image will be categorised.

### • Confirmation of order (if applicable)

Please select your method of payment and return. Please note if we do not receive this back you will automatically be invoiced for the full amount. The upfront payment must be received by 5th November otherwise the full amount will be charged.

### Schedule you should take note of

Stage 1: Work to arrive between 1st September and by 5th November 2010

Stage 2: Colour proofs (if required) to be sent out within 10-14 days

of us receiving **all** your information, work **and payment**  
(your proof for text, layout and colour)

Stage 3: Correctional proofing to run until mid January 2011

Stage 4: Finalising and printing of books January/February 2011

Stage 5: Email will be sent with login details for complementary web portfolio during March 2011 for new members

Stage 6: Return of original artwork March 2011

Stage 7: Book to be distributed April/May 2011

### Contact A Creative Web Portfolio

If you advertised in CONTACT 26 you will already have a portfolio. We encourage you to update your online portfolio regularly. If you are a new contributor please enter your email clearly so we can email your log-in details to you in March 2011.

Your Email: .....

## FAQs

### Q When do you need my work by?

A Work is accepted from 1st Sept and by the latest 5th Nov.  
We suggest you plan to get your work in several weeks before 5th Nov.

### Q What do I need to supply?

A You will need to provide us with:

- A layout with clear positions of your images marked on it (fixed format).
- For free format we need ready to print artwork, all fonts etc.
- All text required including any captions (fixed format).
- Your digital files/artwork (crops clearly detailed).
- Completed thumbnail form if taking up optional inclusion.
- Plus payment for your page if not already sent in! (Processing of your page cannot proceed if no payment has been received). Please supply all your materials in one submission rather than separately as we will not paginate nor proceed with your page until we have received everything.

### Q How many images am I allowed on my page?

A You can have up to three images per single page, at no extra charge (If you have a mugshot or logo, this counts as one of the three images).

### Q If I have more than three images on my page, will I avoid paying for extra digital images if I supply my page as one image file?

A Yes, however it will be treated as one image. If a specific area needs colour correction, i.e. if one area is too warm while the rest is okay, we will charge to correct this specific area. InDesign documents linked to separate image files do not count as a composite image and you will be liable for extra charges. (Full details are in the Technical Information.)

### Q Can I find myself facing extra charges?

A You could if you don't keep within our guide lines. You could face further costs if you choose to have more than three images per page and if you choose to alter your images/text/layout after your initial submission. You could also face further costs if you provide digitally and your files need altering during your page's production. (Extra costs are detailed within Technical Information.)

### Q How do I supply my work digitally?

A We accept 300dpi-350dpi 8bit Tiffs, at least the size they are to appear if not larger. Please read the Technical Information for full details.

### Q Do I have to provide my digital files in RGB or CMYK?

A We only accept CMYK for free format spreads. We accept both colour spaces for fixed format pages. Please read the Technical Information for full details.

### Q Can I send my work via email or upload?

A We accept work via email (up to 5MB only). For larger files send via our web page: <http://www.contact-uk.com/upload> and ensure you insert your name where prompted so we know it is your work.

### Q What happens if I want to change my page during proofing?

A Once you have submitted your print ready artwork for free format pages you may make changes but these will be charged. For fixed format pages, once you have returned your proof or informed us, (in writing) of any amendments/corrections necessary we will alter your text/layout and send the correction either via fax, email or via post. Alterations could be charged for, please read the letter which comes with your proof for details.

# PHOTOGRAPHY THUMBNAIL CATEGORY INDEX FORM

Your name: .....

## To be returned with page submission.

If this form is not returned/completed with page submission we will assume you do not wish to have a listing in this optional section, even if you have previously done so.

This form refers to the section of the book where thumbnail crops images are shown in relevant categories to assist artbuyers in sourcing a suitable photographer for their job.

Categorise any images from your page that you wish to be included in the category section.

The details of images, chosen to appear in this section must be taken from your page. You may choose to be listed in more than one category. The 1st listing, (per booking) is FREE.

Additional listings cost £10.00+VAT per image categorisation. Hint: You may find cropping the image(s) to a detail has a better visual impact (crops must be provided).

Please choose one keyword for each image that you wish to use in the thumbnail category index. The images must be relevant to the category selected:

- 1A Animals & Nature
- 2A Architectural & Exteriors/Interiors & Roomsets
- 1B Babies & Children
- 2B Black & White Specialist
- 1C Car & Landscape
- 2C Corporate & Industrial/Business
- 1E Editorial/Reportage
- 1F Food & Drink
- 1H Health & Beauty/Fashion & Lifestyle
- 1L Location
- 1I Image Manipulation/Photo Illustration
- 1P People & Portraiture
- 1S Specialised Equipment/Skills
- 2S Sports & Outdoor activities
- 3S Still Life/Abstract
- 1T Travel

## CATEGORISATION 1

Indicate image chosen here, affix crop guide, or supply 32mm x 32mm 300 dpi file of crop

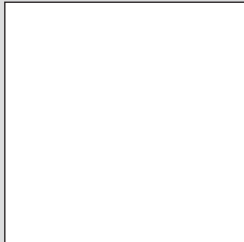
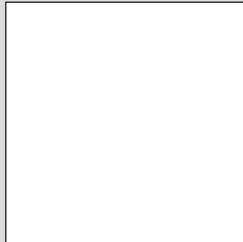

First category free

ENTER CODE HERE:

Note: These categories are a condensed list of those available for your web portfolio to make it easier for users of the book to find specific skills & subjects. With your web portfolio you will be able to categorise using a wider choice of keywords. Log-in details to your Contact a Creative portfolio will be sent during the book production for new members.

If you wish to categorise more than one image, or have an image in more than one category please indicate which image and the category code. Additional images/categories cost £10+VAT per image and category.

## Additional Listings (additional cost)

CATEGORISATION 2	CATEGORISATION 3	CATEGORISATION 4
		
£10.00 <sub>+VAT</sub> <input type="text"/> per additional listing	£10.00 <sub>+VAT</sub> <input type="text"/> per additional listing	£10.00 <sub>+VAT</sub> <input type="text"/> per additional listing

\*Keyword category titles may vary from these shown in final publication