



Submitting images for Signature Galleries

Technical requirements

Images must be at least 1800 pixels in the longest dimension (4x6 inches, 300 dpi)
Jpegs only, highest quality

Post camera treatment

Color correct all images
Do not sharpen

Naming convention

Example: brutus_1234_PB.jpg

File names should be short, lower case, use an underscore and include four digit original file numbers that the camera creates. They should include a ".jpg" extension. Add naming "__PB" to all submitted images.

Caption

Caption shows up in Photoshop's "File Info"

Include:

- Who or what was photographed
- Where
- When (three capital letters, two-digit date, four-digit year: *NOV-01-2015*)
- Photo by (photographer's first and last name)
- The Ohio State University

To submit an image:

Send through BuckeyeBox to mcculty.17@osu.edu