

Guidelines for Submitting Images for ITEEA Publications

PRINT MEDIA:

- **Digital images are preferred** for ITEEA print documents. Acceptable image file formats are: jpg, tif, pdf, eps, or psd, in RGB, CMYK, or Grayscale mode. 300 dpi is required on raster files (jpg, tif, pdf). Changing a low resolution (less than 300 dpi) image to a higher resolution image using imaging software, such as Adobe Photoshop, does not necessarily result in an image that is suitable for print.
- **Each image must be submitted as a separate file.** (Images embedded in word processing documents must ALSO be submitted separately.)
- **Photo releases** – All photographs must be accompanied by signed release forms for identifiable parties. If the subject in the photo is a minor, the parent(s) must sign the release form. The release form is available at www.iteea.org/PhotoReleaseForm.aspx.

DIGITAL IMAGES FOR PRINT DOCUMENTS:

- **Digital photographs** – The camera must be set to take a photograph that is at least 11"x14" in size. Most current smartphones have built-in cameras with the ability to take photos that will be of sufficient size for print. Please check your settings to ensure that the size is sufficient (300 dpi at the desired size).
- **Computer-generated drawings** must be saved at 300 dpi and submitted in one of the above file formats. Most drawing programs have the capacity to convert (or export) drawings as one of the above file types (300 dpi for raster files).
- **Clip Art** – Clip art is not generally recommended for ITEEA documents. In the rare instance when clip art is appropriate (on student worksheets, for example) each piece of clip art must be submitted as a separate file in one of the above file formats (300 dpi for raster files).
- **Internet images** (copied from the World Wide Web) are never appropriate for ITEEA print documents, as their resolution is almost always too low for print media. Since there may be copyright issues with internet images, it is best to avoid using them.

PHOTOGRAPHS/ORIGINAL DRAWING/ARTWORK FOR PRINT DOCUMENTS

- **Photographs** – Do not submit original photos for ITEEA print documents. Non-digital photos must be submitted as 300 dpi (tif or jpg) scans.
- **Original drawing/artwork** must be submitted as 300 dpi (tif or jpg) scans.



This photo requires a parental release form.

ELECTRONIC MEDIA

- **Digital images** are preferred for use in ITEEA electronic documents or on the ITEEA website. Acceptable image file formats are: jpg, pdf, eps, or psd, in RGB. Since most monitors have a resolution of 72-96 dpi, there is no need for high resolution images.
- **For electronic documents**, images must be submitted as separate files in one of the above formats.
- **For internet use**, images can be embedded into documents and need not be submitted separately. This includes digital photographs, artwork, clip art, etc. Jpg images are preferred.
- **Color is recommended** for both electronic and Web images.

SAFETY

Photos of participants should be candid; subjects should be safely engaged in the activity, not posing for the camera. The activity should be safe and appropriate for the recommended grade level. Photos must show proper safety practices and attire used by all participants pictured. At a minimum, proper eye protection should be worn by all participants (ex., safety glasses for solids, goggles for liquids), long hair must be tied back, and no loose clothing or jewelry should be worn. The surrounding area should be free of clutter or other hazards not related to the activity. The ITEEA safety website (www.iteea.org/Safety.aspx) provides guidelines that should be followed, especially the criteria described in the General Lab Safety and Additional Laboratory Safety posters.