

Guidelines for submitting photos to *The Cobar Weekly*

The Cobar Weekly welcomes contributions of newsworthy photos from members of the public. In addition, photos are sometimes used in advertisements such as birthday greetings, congratulations, and for sales.

However, there are a number of guidelines that should be followed when submitting a photo for publication.

- The photo must be in focus and clearly show the subject, without cropping out parts of the subject (for example a photo of a horse and rider should show the entire horse and rider).
- Photos are best contributed in the form they were taken, i.e don't reduce the size of the photo, crop or cut it, change the format, etc. *The Cobar Weekly* staff are proficient in the use of computer software to manipulate photos for use in the newspaper and can adjust the photo to suit our format.
- The best way to submit a photo to *The Cobar Weekly* is to bring it to the office yourself. You can bring the memory card straight out of your camera, or bring the camera to the office and staff at *The Weekly* are able to copy the photo onto our system.
- *The Cobar Weekly* can also scan printed photos. If you don't have a digital version of the photo, bring the printed version and our staff will scan it to our specifications.
- We cannot accept photos printed on regular paper—the quality is not good enough to be reproduced in print in the newspaper.
- Photos taken on phone cameras generally cannot be accepted as the quality is not sufficient for reprinting in the newspaper.
- Photos can also be emailed to *The Cobar Weekly*. If emailed, make sure the file size is no smaller than 1MB, or the photo will not be high enough quality for reproduction. If you do email a photo, please follow up with a courtesy call to the office to make sure the email has been received or at least let us know it is coming.
- When taking photos for contribution to *The Cobar Weekly*, ensure the subjects of the photo are aware and consent to the photo being printed in the newspaper.
- When contributing a photo for editorial use, please include a caption with the correct spelling of the full names of each person in the photo (no nicknames please).