

The Montana Catholic Photo Submission Guidelines

Size and Quality:

A good rule of thumb when using a point-and-shoot camera is to make sure that you are always on the highest quality and compression settings. A 4GB SD card will easily hold 250+ images at full quality. If you are able to resize images, *The Montana Catholic* would prefer either JPEG or TIFF images at 10+ inches long-edge and at least 200 DPI. **Advanced**

Users: Please submit photos sized at 10 inches long-edge and 200 DPI.

Submit digital photographs to montanacatholic@diocesehelena.org. Do not embed photographs, but rather do send as e-mail attachments. Prints may be mailed using surface mail to The MT Catholic, PO Box 1729, Helena MT 59624-1729.

Shooting Tips:

When shooting outdoors, most basic “Outdoor” modes on cameras will work well. For dimly lit/indoor scenes, most cameras’ built-in flash will provide adequate lighting. It is always a good idea, especially when shooting a portrait, to find a large window for nice *side-window* light. If your camera has effective scene settings that you are comfortable with, use them. Whatever your camera does to get the best exposed and sharpest image is probably the way to go.

One tip for darker scenes when flash is prohibited: either raise your camera’s ISO setting (which will allow a faster shutter speed, but could increase the image’s grainy-ness) or use a tripod or other stable surface.

Photo Editing:

We prefer that you NOT do any editing – color correction, sharpening, etc. – on submitted images.

Captions:

Captions for submitted photos should follow the general “Five W’s”: who, what, when, where, why. Credit information should also be included. Please submit captions in a Word document with your photographs.

Content:

Images printed in *The Montana Catholic* are meant to present an accurate and truthful depiction of an event. We encourage creative photographs, as long as the images tell the story accurately and reflect the teaching of the Church. Have fun taking these photos!

Permissions: Subjects and Photographers

Please remember to have parents or legal guardians fill out the diocesan Media Release for publication of photographs with minors (if their faces are distinguishable; in a large crowd shot this isn't necessary) and file it with the parish office. If your parish uses the diocesan Media Release as part of religious education registration, please indicate in your submission e-mail that the parish has a signed release on file. The release may be found on the diocesan website at www.diocesehelena.org/forms/default.htm#parishes.

When you submit photographs to *The Montana Catholic*, your submission grants the Diocese of Helena and Foundation for the Diocese of Helena, Inc. a royalty-free, perpetual and worldwide license to use, reproduce, display, publish and distribute the images for the purpose of advancing the mission of the Diocese of Helena and/or The Foundation for the Diocese of Helena, Inc. If the photographer is a non-paid volunteer or parishioner, please also provide the photographer’s contact information, so we may secure their permission to use the photograph.