Photo Submission Guidelines

These guidelines are for members submitting images to be considered for use in the magazine or CAP News Online. These guidelines were developed to ensure that NHQ maintains quality and professionalism in selecting photos and preparing cutlines.

1. Photos should be submitted in their "raw" state (no resizing or compression)

2. Minimum file size should be 500k.

3. Preferred file size is 1 megabyte or higher, 300 dpi.

4. Make sure the following information is attached to your photo:

   - Date of photo

   - Name of photographer

   - Full name of individual(s) in image, listed left to right, and indicated as such

   - Specific description of image and what is taking place

   - Location of photo

   - Contact information for further research.
     All of this information can be attached to the photo by right-clicking on the image and selecting properties from the pop up menu, and then by selecting the "summary" tab on the following window. You can enter all of the required info there and then hit "apply" and then "ok".

5. Images will not be considered for publication if they do not meet the minimum requirements stated above.

6. If you unable to complete step 4, please upload a word document with the appropriate info.