

**2009 DOD Worldwide Military Photography Workshop  
Image Submission Criteria  
STILL IMAGE IPTC FIELDS**

Follow directions on the following link provided by JCCC.

<http://www.defenseimagery.mil/learning/captionstyle/metadata.html>

**Inputting Caption and Entry Information**

It is recommended that each entrant first get all images scanned, acquired, adjusted and saved before entering the caption and entry information as this process will be much easier to do as a group, one right after another.

**IMAGE SUBMISSION SPECIFICATIONS**

Portions of the information contained in these specifications have been extracted from the DoD Imagery and Caption Style Guide as directed by DoDI 5040.6.

**Image Specifications for Digital Camera Originals**

1. Submit digital entries at their original file size. When cropping, do not specify a size and resolution as this will change the number of pixels and the file size of the image.
2. Convert the dimensions of the image so that the longest dimension is 10 inches, but do so without increasing the file size. (Do this in the Image Size dialog box with Resample Image turned off.)
3. Save the image as a JPEG with a minimum quality level of 8.
4. Follow the instructions in the previous section for entering entry and caption data in Adobe Photoshop or SCC MediaGrid.

**Scanning Specifications for Negative or Transparency Film**

1. Scan images as RGB or Grayscale. Do not use CMYK.
2. The final image size should be 10 inches at the largest dimension at a resolution no higher than 300PPI. (All attempts should be made to scan at 300PPI, but do not resize the image in Adobe Photoshop in order to obtain this resolution.)

3. Save the image as a JPEG with a minimum quality level of 8
4. Follow the instructions in the previous section for entering entry and caption data in Adobe Photoshop or SCC MediaGrid.

**Submitting Entries**

1. Images should be saved onto a CD-ROM. The format of the CD-ROM must be ISO9660 compliant if being created on a Windows operating system computer or Mac Files and Folders if being burned from a Macintosh. DVD and Zip disc will also be accepted.

**Note: Media will not be returned.**