
Photos being sent to sacbeephotos@sacbee.com should include:

1) photo credit

Even when the image says "no photo credit required" photo techs still need to know the following info:

- a.) How did The Bee get the photo?
- b.) Who to contact (if questions arise)

2) caption

A) Any photo with people, please identify

B) When, where and what the photo is about

C) Art:

- 1.) Include artist's name
- 2.) Name of art
- 3.) What kind of art it is (sculpture, oil...)
- 4.) Gallery name

D) In subject line in e-mail, specify reporter's name and the story the photos are going with
(for example: *Victoria Dalkey, gallery name*)

3) hi res jpeg photo (200 dpi) The file size of photo should be **at least 4 mg before converting into jpeg**

The bigger the file, the bigger the photo, the better chance of photo being used in a large format