

Photograph/Illustration Guide

Photographs and illustrations contribute a great deal to the visual appeal of an article. When submitting them with your article, please keep the following in mind:

- **Subject matter**—Action shots that show Soldiers who are training or performing their jobs are the best way to enhance an article. Static photos of landscapes, structures, or distant machinery in action are less useful. Photos of groups of people smiling at the camera or “grip and grin” shots add little to an article and are unlikely to be used.
- **Format**—Photos saved in JPEG (or JPG) format and sent as attachments to an e-mail are best. Photos and other graphics should not be embedded in a Microsoft® Word document or PowerPoint presentation. Graphics files are large, and e-mail systems frequently have limits to the size of messages that can be sent. For example, our system cannot accept messages larger than 20MB. One solution is to send separate e-mails with just one or two attachments each.
- **Size and resolution**—The ideal photo or graphic for print reproduction is 5 x 7 inches at 300 dots per inch (dpi), but smaller sizes may be acceptable. If the photo is a JPEG, it should be no smaller than 150k. A 5- x 7-inch, 300 dpi photo saved as a TIF should be 1MB to 3MB in size. When taking photos, use the highest resolution setting on your camera and save them at a resolution no lower than 200 dpi.

Photos appearing on the Internet usually have a resolution of only 72 dpi. They will look fine on a computer monitor, but will not reproduce well in print. However, photos that are available for download as “high resolution” will probably meet the minimum requirements. Do not manipulate photos by sharpening, resizing, retouching, or cropping the image. Using a graphics software program (such as Adobe® Photoshop) to increase the size and/or resolution of a small photo will not increase the quality of the photo so that it can be used in a printed publication. Do not compress photos. We will do all post production work. We will not publish photos that are pixilated or out of focus.

- **Copyright**—Images copied from a Web site or a book must be accompanied by copyright permission.
- **Captions**—You should include captions that describe the photo and identify the subjects. Captions are subject to editing.
- **Hard copy photos**—Hard copy photos can be mailed to: Maneuver Support Center of Excellence, ATTN: G-37 Publications Support, 14010 MSCoE Loop, Building 3201, Suite 2661, Fort Leonard Wood, Missouri 65473-8702. We can copy them with a high-resolution scanner and return the originals to the sender.
- **Photos of foreign nationals**—Due to security restrictions, photos of foreign nationals cannot be published without digital editing (blurring faces), unless the photo(s) are accompanied by a permission to release signed by the subject(s).
- **Graphs/charts and illustrations**—We prefer to work with original digital graphic files. Submit the original PowerPoint slides and/or layered Adobe Photoshop/Illustration files. Do not save them in a different format or flatten the layers.