

Photograph Submission Guidelines

By Peggy Romfh, Photo Editor, and Neal McLain, Webmaster
Rev. August 10, 2012

These guidelines apply to photographs contributed for use on any of the following websites:

- Friends of Brazoria Wildlife Refuges <http://refugefriends.org/>
 - Migration Celebration <http://migrationcelebration.org/>
 - Texas Master Naturalist Cradle of Texas Chapter <http://tmn-cot.com/>
 - Texas Mid-Coast Nature Gallery <http://www.refugefriends.org/photos/>
-

The photo submission guidelines include:

Who may submit photos? Photos should be taken by members of Texas Master Naturalists, members of Friends of Brazoria Wildlife Refuges, or staff members of the U.S. Fish & Wildlife Service or Texas Parks and Wildlife Department.

Where may photos be from? Photos should preferably be taken in one of the following counties: Brazoria, Fort Bend, Galveston, Matagorda, Wharton and Jackson. Photos taken in the Coastal Prairies Texas Eco-region (Region 1) will be considered. Photos taken elsewhere in Texas or outside of Texas should not be submitted. The goal is to have photos of native or migrating species (such as birds!). Plants provide a bit of a gray area, but the preference is to exclude nursery or yard plants that represent species you would not see in the wild.

What kind of photos may be submitted? Photos of plants and animals may be submitted. The goal is to provide clear, in-focus close-up photos that are aesthetically pleasing but that provide sufficient detail that they can be used by other naturalists who are learning how to identify the plants and animals that exist in the region. Photos where the main subject is out of focus will not be posted.

What are the technical requirements for submitted photos? Crop photos as desired and save with 640 pixels on longest side. This will usually be 640 w x 480 h for a landscape photo but will be slightly different if using a newer camera set to a 4x6 format. The Photo Editor reserves the right to crop additionally if needed to fit the allocated space. The images may be adjusted but not modified using photo-editing software such as Lightroom® or Photoshop®. (Example: photos over-saturated to non-natural colors will not be posted.) If you need help adjusting either a raw or jpg image to the smaller size, please consult with the Photo Editor.

What about embedded text on a photo (Watermark)? Please do not embed any kind of text on any photo. Information about the photo ("metadata") should be sent as specified below. Any photo submitted with embedded text watermark may be rejected or the embedded text watermark may be cropped off.

How do I submit a photo? Send photos by email to Peggy Romfh at pcromfh@texas.net. If you have a lot of photos to submit, please provide photos on a thumb drive or CD or contact her first to get an invitation to send via Dropbox.

What metadata should be provided for each photo? Please provide the following information with all photos submitted:

- Common name of plant or animal represented in the photo
- Scientific name of the plant or animal represented
- Date the photo was taken
- Location where the photo was taken
- Your name

The minimum location information that must be provided is the county, but it is helpful to add the specific refuge, park or other location, as these will be added to the search terms.

Photograph Submission Guidelines continued

Is my contact information needed? Please provide your contact information (email address and/or phone number). The contact information will not be posted with the photo but is necessary if follow-up communication is needed.

What kinds of photos are needed? Take a look at the photo galleries and try to find species for which you have photos but there are none or only one photo on the site or where you have a photo of the species that represents something different, e.g. juveniles, nesting birds, etc. For example, if there are already five photos of roseate spoonbills posted, consider submitting a photo of another species that no one has submitted.

What if I find an error on the site? Please let the photo editor know immediately if you find typographical errors or species or taxonomic classification errors. Every effort has been made to accurately identify species, but the collective expertise of the naturalist groups is valued to make sure that all identifications are correct.

Do you accept copyrighted photos? As a general policy, we do not accept copyrighted photos for this gallery. An exception may be made on a case-by-case basis for any photo—

- For which we do not have any other photo of the same species, and
- Which does not violate any of the copyright restrictions identified below

Copyright Restrictions. Any photo which meets one or more of the following restrictions cannot be copyrighted and will not be accepted if copyright is claimed—

- Any photo taken by a volunteer doing volunteer service hours and claimed on any volunteer time sheet
- Any photo taken by an employee of the United States, the State of Texas, any local government, or any agency thereof, during working hours
- Any photo taken using equipment owned by the United States, the State of Texas, any local government, or any agency thereof

This policy is consistent with the published policies of the United States Government

http://refugefriends.org/Forms/Volunteer_Services_Agreement.pdf

Are photos protected by a Creative Commons Public License? Yes. This entire photo gallery is subject to the terms of the *Creative Commons Public License Attribution-NonCommercial 3.0 United States*. For the purpose of this license, the "licensor" is *Friends of Brazoria Wildlife Refuges*, a Texas non-profit corporation. The terms of this license are available at

<http://creativecommons.org/licenses/by-nc/3.0/us/>

Under the terms of this license, any photo appearing in the Photo Gallery may be copied, modified, and republished by any other person provided that—

- The image must be credited to the original photographer. If no photographer is identified in the metadata, the image must be credited to *Friends of Brazoria Wildlife Refuges*.
- The image can be used for non-commercial purposes only.
- Any further distribution of the photo, even if edited or otherwise altered, must include the same requirements stated here.

— Peggy Romfh, Photo Editor pcromfh@texas.net.

— Neal McLain, Webmaster nmclain@annsgarden.com