

# Railway Herald

## Photographic Acceptance Guidelines

Version 1.3

### This document lays out the basic acceptance guidelines for moderators considering images submitted to the online Imaging Centre.

The document intends to provide rough boundaries for what is and is not deemed acceptable images. As always, such guidelines are open to interpretation and images should be accepted, if a moderator believes there is good reason for deviating from the standard.

This document will be updated as circumstances dictate, and the latest version is always available to download from the Imaging Centre home page. It will also be made available to all users of the website, and submitting photographers are encouraged to obtain and read the document to minimise the chances of images being declined.

If you have any queries, please do not hesitate to ask questions.

Images of standard gauge and narrow gauge (down to 2' gauge - or the Welsh

Narrow Gauge equivalent) are accepted. Images below this, such as 15" gauge, fall outside the remit of the Imaging Centre and *Railway Herald*.

### Captions

It is our policy to ensure that ALL captions for images submitted to the Imaging Centre contain the core basic details and are written in understandable English sentences. The standards laid out in this document advise that any image captions not meeting the required criteria should be declined to allow the photographer to amend the caption and resubmit.

The core details expected are:

- locomotive, or vehicle number
- location that the image was taken
- the date that the image was taken.

Obviously there are some images where it is not possible to identify the locomotive, or for archive images where the date or location are not known. In these cases we are happy to accept the image, but such the caption should

reference that certain information is unknown. Capital letters should only be used in accordance with normal grammar rules, i.e. at the start of a sentence, and for names. Further guidance on captions can be found at the end of this document.

Please carefully check that any locomotive or rolling stock numbers referred to in captions, match the data provided in the 'vehicle no' field and are also the same as any numbers visible in the picture. Keyboard mistakes are easily made in this area, both by moderators and contributors.

Any captions that are submitted in full capital letters should be declined for the photographer to amend, or (if time is available) should be re-written by the moderator. Photographer's names should **NOT** be included in any caption as the system will automatically add this. Also we do not permit web addresses in captions.

When a situation occurs that any caption information has to be re-written please take care and ensure that spelling mistakes are corrected, especially with regards to place names.

### Reasons for decline

The guidelines for images that are submitted to the Imaging Centre are more relaxed than those for the magazine, partly because there is not the lack of space that there is in the magazine, and partly because of the different nature of the imagery. However, moderators have an obligation to ensure

that imagery conforms to a certain standard, as it is still the Railway Herald brand and reputation that people see when viewing the website. The following comments are intended to provide guidance on the types and composition of images that should not be accepted, the intended definition being that any images which pass these principles should be accepted.

#### Example Image



#### Reason for Decline

Image is not suitable

#### Comments

Images can be declined as unsuitable for a number of reasons. In this case, it is because the train is heading away from the camera.

#### Possible resolutions

Appeal if the contributor believes there is merit in including the image in the Imaging Centre.



Image is not a railway subject

Images must depict a railway subject, be it operational, vehicles, buildings or infrastructure. In this case, the view out of the carriage window does not show anything of relevance.



Incorrect or missing caption details

Images rejected for this reason may have missing caption details (see above notes) or the caption may be badly written, or written entirely in UPPER CASE.

Re-check the caption details and re-write if necessary then resubmit.

### Example Image



### Reason for Decline

Lack of composition in the image

### Comments

The reason or decline in this image is the fencepost, together with the train having been cropped.

### Possible resolutions

Image composition is crucial to accepting images for the website.



Lack of composition in the image

In this example, the train is contained entirely within the upper right corner of the image, and is not balanced, and should be rejected.

Edit the image in photo software and crop to the smaller viewing angle and resubmit.



Lighting levels are not high enough

Here, while the composition of the picture is good, the light levels are not, and the image is too dark to be usable.

Edit in photo software to try and increase the brightness or 'levels' and resubmit.



The rear or front of the train was cropped out of the photograph.

These two images are provided to illustrate how the back end of the train can go out of the shot. The first shot should be declined because the composition has cut the back end of the train out of the shot. However, in the second picture, the back end of the train disappears into the scenery or in this case, the trees, and forms part of the composition, hence the second shot would be accepted.



Image Accepted



The uploaded image is too small

Images where the file is sized too small pixelate when viewed in the Imaging Centre and cannot be accepted.

Preferably upload the original image off the camera, or ensure that the uploaded image is at least 750 pixels along the longest side.



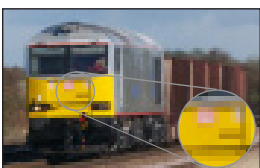
Multiple images of this train at this location have been uploaded

To avoid repetition, we do not allow almost identical images or several consecutive images to be uploaded.

Where you have multiple images taken at the same location of the same train at the same time, choose the best image, or the one that you would like to see published and submit that photograph.



In these cases, the best image in the moderator's view, will be selected for use, and the remaining images declined.



The image either has an incorrect depth of field, or is blurred

Images must always be sharp to look at. Those where there is an obvious blur or where the numbers or lettering in the image is not sharp, will be declined.

Ensure that an image is sharp before uploading. Sometimes for issues surround soft focus the use of the 'Sharpen' option in a photo package can help retrieve the image.

**Example Image**



**Reason for Decline**

Image became corrupt during upload

**Comments**

This can occasionally happen. Resulting in a black image, which would be declined.

**Possible resolutions**

Re-upload image.



The image requires straightening as it is not level

Images must be level, unless there is an artistic angle to be considered.

Edit in photo software to straighten the image. Specifically look at the vertical and horizontal lines.



Image declined and deleted as requested by the photographer

Sometimes contributors will upload the wrong image or multiple images and can use the Caption box to advise moderators that the picture should be deleted.



Image requires editing. This may relate to sharpness, brightness, or general composition.

If the image requires any form of editing, it will generally be declined this can be for a variety of reasons. This reason is also used if the detail areas of the photo (i.e. bogies) are too dark - this can be corrected with the shadow tool in photo software.

Edit in photo software to correct the issues, and resubmit image.



The image has been incorrectly cropped

This is an issue that occurs more with scanned archive images than with digital, but can be as a result of a border around the image or an incorrect perspective.



The image has a colour cast.

Sometimes images are submitted that have been edited on a monitor that is not colour-calibrated, and have resulted in a colour cast being visible.



The image was declined because there is computer text on the image.

We do not allow writing of any kind on images that are submitted to the Imaging Centre. This applies to copyright statements as well as websites.

Remove any writing from the image and resubmit.



The image portrays an engine running tender/bunker first

Such views are declined.



Excessive CCD dust spots on the image

(Circled for clarity)

Digital camera CCD chips can become dirty over time. Such marks detract from the image.

Remove the marks in photo software using the clone tool. When possible, clean camera CCD chip, following manufacturers instructions.



Image replicates several others accepted in previous months

Where an image features an almost identical livery or train, at the same location, as other images recently accepted, it may be declined to avoid too much repetition.

Look for different viewpoints different locations, or other aspects. Use the appeal procedure if you feel there is merit to the image being included within the Imaging Centre portfolio.

### Example Image



### Reason for Decline

The quality of the scanned image is not high enough

### Comments

It is best to scan archive images at a minimum of 300dpi or in somecases 600dpi, then adjust after scanning, before uploading.

### Possible resolutions

Rescan at a higher level.



Image is heavily backlit

Looking towards the sun or in a night shot, looking towards a bright light can give a backlit image that makes the foreground too dark.

The above reasons are intended to assist contributing photographers and moderators with common faults that cause images to be rejected. It is not exhaustive, neither are the guidelines intended to be set in stone, they are open to interpretation. In some cases the example images used have been digitally enhanced for the purposes of emphasising the fault or reason for decline.

### Additional Caption and Data Information

The reason for this guide is that there is an increasing number of image submissions rejected for 'incorrectly formatted or missing caption details'. If you want to avoid this then please follow this guide. The process of moderating images and the time it takes of images to appear can be reduced if these guidelines are followed:

Field Title	Problems	Examples of don'ts	How it should be
Vehicle No:	Multiple numbers in this box Number and name Engine description or name Spaces between numbers Using lower case if capital required	20100 + 20300 47401 'North East' UPNOR Castle 66 123 or 170 520 d1048	20100 47401 If not known leave blank 66123 or 170520 D1048
Location:	Capitalise the whole word Mixed use of capitals Place names all in lower case Abbreviate too much	BARNETBY South croydon london king's cross NRM	Barnetby South Croydon London King's Cross NRM, York
Country:	Leaving it blank Incorrect country	Default United Kingdom entered	Correct country image was taken Correct country image was taken
Date:	Not entering date Date left as zeros	00-00-0000	Enter correct date for photo in the format dd-mm-yyyy. If not know enter that in caption
Caption:	Putting 'Class' and number as one word Using incorrect time format Using only modern engine number Using only old engine number Using wrong 's' Putting a coma between class & number Leaving off full stop at end of caption Using lower case for class and number Using quotation marks for names Inserting full stops between works Inserting full stops between initials	Class66 or Class170 6.45am or 6-45pm 67006 60163 Class 47's Nos. 47123&47345 Class 56, No. 56100 No full stop class 43 hst no 43111 "Oliver Cromwell" FGW.Class.43 E.W.S or F.G.W	Class 66 or Class 170 06:45 or 18:45 Class 67 No. 67006 LNER A1 Pacific No. 60163 Class 47 Nos. 47123 & 47345 Class 56 No. 56100 Full stop at end. Class 43 HST No. 43111 'Oliver Cromwell' FGW Class 43 EWS or FGW

Please remember that the correct grammer, spaces between words and correct spelling all help to allow images to be moderated quickly and easily. Please also ensure that captions are written in English sentences rather than note form. It is also advisable to read and correct any mistakes once you have written the caption, as this will normally identify most errors.

### Querying the moderators decision

If a contributor is unhappy with the decision of a moderator, when an image has been declined, they can email editor@railwayherald.com providing details of the image concerned and also their reason for querying the decision. The magazine editor will then review the image and reason for decline. Images are normally only declined because of an issue detailed in this document or because of a problem with the caption.