

Photograph/Illustration Guide

Photographs and illustrations can greatly contribute to the visual appeal of an article. The following should be kept in mind when submitting photographs or illustrations:

- **Subject matter.** The best way to visually enhance an article is to include action shots showing Soldiers performing their jobs or completing training. Static photographs of landscapes, structures, or distant machinery in action are less useful. Photographs 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.** Photographs saved in JPEG (or JPG) format and sent as attachments to an e-mail are best. Graphics files tend to be large, and e-mail systems frequently limit the size of messages that can be sent and received. (For example, our system cannot accept messages larger than 20MB.) One solution is to send graphics in multiple separate e-mails, with just one or two attachments in each. Photographs and other graphics should not be embedded in a Microsoft® Word document or PowerPoint presentation.
- **Size and resolution.** Photographs or graphics that measure 5 x 7 inches and have a resolution of 300 dots per inch (dpi) are ideal for publication, but smaller sizes may be acceptable. When taking photographs, the camera should be set to the highest resolution possible. Photographs that are available for download as “high resolution” have the best on-screen appearance. Photographs should not be compressed; they should be saved at a resolution no lower than 200 dpi. JPEG photographs should be no smaller than 150kb. A 5- x 7-inch, 300 dpi photograph saved as a TIF should be 1MB to 3MB in size. Using a graphics software program (such as Adobe® Photoshop) to increase the size and/or resolution of a small photograph does not increase the quality of the photograph. Photographs should not be manipulated by sharpening, resizing, retouching, or cropping the image. (We will do all postproduction work; we will not publish photos that are pixilated or out of focus.)
- **Copyright.** Images that are not original or obtained from Army sources must be accompanied by a copyright release.
- **Captions.** Captions describing the photographs and identifying the subjects should be provided. Captions are subject to editing.
- **Photographs of foreign nationals.** Due to security restrictions, photographs of foreign nationals cannot be published unless they have been digitally edited to blur faces and are accompanied by written permission to release (signed by the subject[s]).
- **Graphs/charts and illustrations.** Original digital files of graphs/charts/illustrations are preferred. Original PowerPoint slides and/or layered Adobe Photoshop/Illustration files should be submitted. Files should not be saved in a different format and layers should not be flattened.