

Captioning Instructions (File Info/IPTC)

The following categories should be modified before submission by accessing your image in Adobe Bridge and selecting the IPTC core in the "metadata" section.

1. Description

Write image caption in the description area. The caption should be entered as follows:

Location (Country/State/City), Subject and Activity

Examples

- *Hawaii, Oahu, Diamond Head, Couple sits under umbrella*
- *French Polynesia, Micronesia, Rock Islands, Aerial view of islands*

Include Scientific Names of all marine/animal life, all proper names of flower and plant life

Examples

- *Indonesia, Sulawesi, Green sea turtle (*Chelonia mydas*) an endangered species.*
- *Hawaii, Cymbidium Orchid Flower.*

2. Keywords

Enter all appropriate keywords that describe the image here, minimum 15 keywords per image. Include conceptual keywords when appropriate (Serenity, Tranquility, Mysterious, Eerie, etc.)

3. Credit

Enter your name here. Do not enter your name on any other field.

4. Instructions

Model Release information goes here. Use the following code:

- **MR** - Model Released (include Model Release Contract number if available).
- **NMR** - No Model Release
- **PR** - Property Released (required for recognizable pets, signs, businesses and/or other private property; include Property Release Contract number if available).
- **NA** - Not Applicable (for images without recognizable people only).

5. Date Subject Created

Enter the date you took the image in this field.