



the Jane Goodall Institute

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Media Submission Policy

This document outlines the policy for submitting media to the JGI-USA archives.

How can you submit?

1. Photos and footage featuring non-JGI staff and persons under the age of 18 must be accompanied by a model release.
2. All photo and footage submissions must be accompanied by a media release. Even if the photographer is JGI staff, this form is necessary to provide details about the event and persons featured.
3. Photos and footage will NOT be returned.
4. Mail submissions to the Jane Goodall Institute, Communications Department, 4245 North Fairfax Dr., Suite 600, Arlington, VA 22203

What can you submit?

Only high quality media, accompanied by model and media release forms, will be accepted in the JGI archives. JGI is unable to return any submitted materials.

What is a high quality digital image?

Digital images should be submitted in TIFF format, at a minimum of 300 dpi, 5 inches on the long side, or JPEG format, at a minimum of 1600 pixels wide. Anything less will only be used for web publication.

What makes a good composition?

Images of poor composition will not be archived. Please use some discretion when editing and submitting photos.

We **do not want** images that:

- are blurry, poorly framed or cropped
- feature the backs of heads or indistinguishable groups of people
- are boring

We **do want** images that:

- are focused and well framed
- feature groups in action
- are taken from unique and interesting perspectives
- are creative

Tip for success:

Encourage photographers to gather model release forms as they take photos.