

Taking Photographs & Writing Articles: Photography Tips for *Anglican Life*

Thank you for taking the time to submit your photos to *Anglican Life*. Here are a few tips to make the process easier.

Taking Photographs

1. Take photos outside whenever possible. Natural light makes very effective photographs.
2. When you must take indoor photos, place your subjects against a light background if possible. The flash reflects off the light background and helps to illuminate your subject.
3. Avoid taking photos in the chancel or other poorly lit place unless you have a powerful flash or, best of all, a tripod. We receive many poor photos of clergy and lay people with bright, overexposed faces and dark backgrounds. A tripod will make an excellent photo in a poorly lit spot.
4. Try to take photos of a few people rather than many people at one time. Photos of large groups of people often lack enough detail. The readers only see a sea of faces.
5. Remember that we print on newsprint, rather than glossy photo paper, so that a poor photograph looks even worse when printed on newsprint.
6. Photos of people in action always look better than photos of people posed stiffly for the camera. Sometimes you cannot avoid a posed photograph, but try to capture the action shots whenever possible.
7. Get close to your subjects with the camera. You will notice interesting details and you will avoid large expanses of background such as walls.
8. For traditional camera prints, please forward these to the editor in order to be digitally scanned. Please note that these photographs will not be returned unless a self-addressed stamped envelope is included.

9. Please only select a few photos (e.g., three to five) of a particular event. Editors find looking through many photos very time consuming. Select those you consider to be the best.

Digital Photographs

1. We prefer digital photographs. If you have access to a digital camera, please use one and email the photographs to the diocesan editor.

2. Newspaper printing requires high resolution digital photos. This means lots of information in each photo. Most of the photos you see on websites are low resolution photos. They are kept low because low resolution photos display well on computer monitors. It is also easy to send low resolution photos over the internet. This is not the case with print media (newspapers, magazines, flyers, etc.) These media types require high resolution. To do this, set your resolution on your camera to 'high' (consult your camera manual for information on how to do this). Nowadays, with faster computers and more folks having access to broadband internet service, it is easier to send high resolution photos by email.

3. Give each of your photos a file name which lists the place, name, and people in the photo. Editors find it hard to sort through a lot of photo files which just have jumbled letter and number file names. Here is an example of a good file name: Labrador West St. Paul's Garden Party Two Kids. This way, the editor knows before they open the file where it took place, etc. It saves time opening and closing many photos to find the right one. It will help you organize your home photo files, too.

4. If you send photo files on a CD, only send a few of each event. Choose several of the best and the editor will choose from them. It is time consuming to be given ten, twenty, or even thirty photos to open and consider. Please note that CDs will not be returned unless a self-addressed stamped envelope is included.

5. Send a word file with captions describing your photos. Include who the photographer was, if possible, and who submitted the photos.

We hope you find these tips helpful. Check back on these web pages from time to time, as we will update the material we provide.

Writing *Anglican Life* Articles - Tips for Good Writing

1. Good articles say what they need in a minimum amount of space. Make your point, and tell your story.

Avoid saying the same thing several times in different ways. Always ask yourself: do I really need to include this? Does this help me tell the story, or will I lose the reader by adding this? Editors like shorter articles because they rarely have to cut them. They are easier to fit in the paper.

2. Keep your sentences short. Long sentences bore readers.

3. Deploy active verbs. Avoid passive verbs.

Here is an example:

“Vera Black was a member of the eco-justice committee of her church.”

“Vera Black participated in the eco-justice committee of her church.”

Avoid these passive verbs: was, is, being. Rewrite your sentences and put a strong, active verb first. Examples of active verbs: celebrated, jumped, wrote, builds, raises. You can think of many more.

4. Keep your paragraphs short. Start a new paragraph when you begin a new line of thought.

5. Ask someone to proof read your article. Do they understand what you have written?

6. Check your spelling. This makes the job easier for editors. Don't rely on the 'spell check' feature alone.

The 'spell check' feature on computers can only tell you if a word is spelled incorrectly. You may, however have typed a word by accident which is grammatically incorrect, or has an alternate spelling, but which is spelled correctly. In this case the spell checker will not point it out. For example, the sentence “He went over their” will not be picked up by the spell checker.

7. Be very careful when you make claims about someone. Libel laws can apply if you make allegations about someone which can injure them or which you cannot substantiate.

Deadlines

The deadline for material for *Anglican Life* is the first of the month prior to the month of publication. For an article to appear in the December issue, for example, it needs to be received by the Editor by November 1.

With this in mind, please note that having your submission on time does not mean that it will appear in the next month's issue. We do our best to print all that we receive, but sometimes due to the amount of material received, we must hold some over to the next month's issue.

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