

## Instructions for Photograph Submission

Following are instructions for documenting, labelling and submitting photographs to the Alberta Native Plant Council (ANPC) for potential inclusion in the upcoming ANPC publication, “Rare Vascular Plants of Alberta, 2<sup>nd</sup> Edition”. Images will be selected by the book committee from all those submitted. Submission of a release form for use of the photographs is required with the submission of photographs. The form can be found on the ANPC website.

High quality photographs are required for all Tracked species on the 2015 Alberta Conservation Information Management System (ACIMS) List of elements in Alberta –Vascular Plants (October 2015, with spelling corrections in August 2016).

- The complete list is provided on the ANPC website.
- An incomplete list of tracked species categorized by Natural Subregion is also provided to assist with planning photography trips.

### Photography:

- Photograph of the entire plant
- Photograph of key features for positive identification
- Photographs of herbarium sheets will be considered for challenging species

### Image Quality:

- Colour digital photos
- JPG format with a file size of 1-5MBs, with a resolution of 300 ppi or more.
- The plant and key features must be in focus

### File Properties:

- In the image properties (right click on the image and select properties, then the details tab)
  - Ensure your name is in the author cell
  - Ensure the scientific name is in the title cell

### Release Form:

- Fill in the Photograph Release Agreement
- Include a list of all images submitted using the following table format.

**Image Labelling:**

List photographs submitted and label digital files as follows:

Scientific Name	Photo #	Photographer	Digital File Label
<i>Salix boothii</i>	1	Lily Pond	Saliboo_1_LPo.jpeg
<i>Salix boothii</i>	2	Lily Pond	Saliboo_2_LPo.jpeg
<i>Salix calcicola var. glandulosior</i>	1	Lily Pond	Salicalgla_1_LPo.jpeg
<i>Salix reticulata ssp. reticulata</i>	1	Lily Pond	Saliretret_1_LPo.jpeg
<i>Salix reticulata ssp. reticulata</i>	2	Lily Pond	Saliretret_2_LPo.jpeg

**Sending Files:**

- **Please submit at most three photographs per species**
- Please do not send photographs of species you are not confident are identified accurately
- Send photographs to [ABRarePlantBook@gmail.com](mailto:ABRarePlantBook@gmail.com)
- Please use the nomenclature of the October 2015ACIMS Tracking list provided on the ANPC website.
- If you are only sending photos for up to three species per email, put the 7 or 9 letter code in the email title (e.g. Saliboo\_Salicalgla\_Saliretret)
- If you are sending photos for multiple species, please put “multiple” In the email title

We will be accepting photographs until November 15, 2017. There will likely be a limited request in 2018 as well.

Please use the email address above if you have questions. It will be checked periodically but as its field season it will be as we have time.

We look forward to your contributions!