



## **Rights Review Photo Policy**

### **Technical Requirements**

- Submit high resolution images whenever possible (minimum 300 ppi). The higher the resolution, the better the quality of the image in print and online.
- Save images in JPEG format.
- Images are included in articles to increase the reader's understanding of the content. Ensure the image is properly connected to the text of the article.
- Provide a clear and detailed caption of the content in the image on the *Rights Review Article Submission Form*.
- It is recommended that the image not be altered using filters, edits, or Photoshop. Such alterations typically reduce the quality of the image.

### **Attribution & Copyright Issues**

- Permission to use photos that are the copyright of another organization or individual **must** be obtained from the named organization or individual **before** *Rights Review* will reproduce the image in its publications.
- All images must be given appropriate credit. If you did not take the photo or do not own the rights to the image, provide a link to the source of the photo on the *Rights Review Article Submission Form* so that the license can be confirmed.
- A great source for images is Wikimedia Commons (<http://commons.wikimedia.org/>), a database of freely usable media files. Please feel free to search this site for appropriate images, but remember to check for restrictions that may apply to individual photos and provide proper attribution.
- If you do not own the rights to the image and you amend or alter the image in any manner, indicate what changes were made. Amendments and alterations are acceptable but not in any way that suggests the owner of the copyright endorses you or your use.

### **Human Rights Issues**

- Ensure that you do not put yourself or any subjects in the risk of harm by including the photograph in your article.
- Ensure that the photograph is properly and closely associated with the subject matter of your article (e.g. If your article discusses migrant workers in Thailand, do not include a photograph of migrant workers in Cambodia).
- Always obtain permission to photograph human subjects.
- Exercise good judgment in the photography of certain subject matter. Restrict taking or using images that may negatively affect the safety of subjects or expose sensitive information.
- Exercise caution in associating images with particular text in the article. For example, if the article is about sexual violence, utilizing an image of a person would tie that individual to the content of the story. This would create issues about ethics, safety, and inaccurate associations.