

Send images to SANBI for potential use in the publications relating to the National Biodiversity Assessment 2018

SANBI produces many important reports, guidelines, books and other materials and is constantly needing good biodiversity images to accompany the key messages in these publications. Images of species, ecosystems, people in and/or using biodiversity, landscapes showing a variety of uses adjacent to natural habitats, pressures on biodiversity shown in situ, multiple uses of nature, biodiversity features, and all other biodiversity-related themes will be very useful. Images may be used for the publications relating to the National Biodiversity Assessment 2018 (NBA 2018), but also for other SANBI publications into the future.

Images used in SANBI publications will acknowledge the photographer as holding copyright of the image.

SANBI has an image system, which aims to provide a single secure repository for digital image storage. The system ensures data governance (effective metadata management) and clear content ownership. The metadata is embedded into the image for reuse in various applications, and ensures that information such as the photographer's name and usage restrictions always accompany the image.

Instructions for sending images to SANBI for use in publications:

Non-SANBI staff cannot upload images to the SANBI image system directly, although this functionality will be available in future. Currently images and their metadata need to be sent to images@sanbi.org.za, after which a SANBI staff member will ensure that the images are stored and available for NBA 2018. Please adhere to the following instructions when submitting images:

- ✿ Images should preferably be submitted in **Tiff format** without any added compression.
- ✿ Images should be submitted in **as high resolution as possible** (at least 300 mm wide at 300 dpi, or 1 250 mm wide at 72 dpi). The maximum email size that SANBI can receive is 10MB, so please send multiple emails if you are submitting several images.
- ✿ Images should be taken by a **digital camera** (preferably not tablet or cell phone cameras).
- ✿ Eight metadata fields are automatically populated when we receive an image – e.g. date of acquisition, original resolution, file extension, etc. Additional **mandatory metadata fields** need to be assigned by the manual uploader and therefore **you need to supply this information in the email (if one image) or preferably in an excel spreadsheet (if there are multiple images)** when you submit your images:
 - **Name** – image file name (we record the file name just as you send it in).
 - **Institution** – the organisation supplying the photograph, e.g. SANBI (or 'not applicable' if this image is submitted in your personal capacity).
 - **Photographer** – name and surname of whoever took the photo.
 - **Keywords** – enter keyword terms or phrases to describe the content in the photograph, but do not repeat words already in the other fields. Each keyword must be separated by a comma. An example of keywords submitted for a man planting onions might be 'agriculture, farm labourer, farmer, crops, onions, vegetables, plants, male, tractor, etc.' Please use the scientific name and common name (if a species image), the proper name if applicable (e.g. 'Breede River') and be as descriptive as possible so that we can search for specific themes, ecosystems and activities ('children, rocky shore, environmental education'; or 'ecological infrastructure, wetland, flood mitigation').
 - **Rights statement** – the options are:
 - Public domain (use without obtaining permission from the photographer).
 - All rights reserved (permission is needed from the photographer to use in other publications – *default assumption is you agree that your image can be used in any of the NBA 2018-related publications if submitted for the lucky draw prizes*).
 - Creative commons license (conditions apply on the several options, please state an option from: www.creativecommons.org/licenses).
 - Orphaned works (the photographer is unknown).
 - **Date of creation** – date when images were taken.
 - **Image acquisition system manufacturer and model** – name and model of imaging equipment used, e.g. Canon 600D.

Several lucky draw prizes will be available between now and December 2018. Each image submitted will enter you into the draw pool.

Thank you for contributing to NBA 2018.

