



HONORARY DEGREE RECIPIENTS PHOTO SPECIFICATIONS

Photographs of our Honorary Degree Recipients are included in The Ring newspaper (the University of Victoria community newspaper), on the Ceremonies and Events website, and are also forwarded to the local media, as required. In order to have the best quality photograph for these purposes, the following guidelines will assist you:

GENERAL

- Please provide colour photo files (not black and white).
- Photo subject should be in sharp focus and well lit, without harsh shadows on the face or behind the subject.
- Background should contrast with (and not distract from) image of subject.
- Do not crop closely. Include (at a minimum) head and shoulders (from the waist up showing hands is preferable) and include extra image area above and to either side. This will enable us to crop photos of all people in a similar way.
- Photo should be taken from approximate eye level (not from a sharp angle, either looking up or down at the subject).

TECHNICAL SPECIFICATIONS

- Acceptable file formats are jpg and tif.
- Minimum size/resolution is 3 inches square at 300 pixels per inch (900 x 900 pixels minimum). Photo need not be square, but shortest dimension should be at least 900 pixels.
- Photos copied or downloaded from a web page are not of high enough resolution.