



## GENERAL GUIDELINES

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A spread in E-Squared consists of 4-5 images—the more variety you send, the better for layout purposes. Please adhere to the check-list + image specifications to be considered for publication.

### CHECK LIST

- WORK.** We require **8 images** (at minimum) of your work (see below for specifications).
- PROFILE.** Please send at least **2 images** of you working and/or with your work. Anonymity is also well respected, however, we do still require an image so, get creative.
- FORM.** Please fill out the appropriate form (*Individual, Group, Organization*).
- FOLDER.** Include your submission in a folder with the following title format: First\_Last i.e. Emily\_Dustman

### IMAGE SPECIFICATIONS

Work Images – no smaller than 3000px on the longest side (300dpi)

Profile Images – no smaller than 2000px on the longest side (300dpi)

Accepted Image Files – uncompressed .JPG or .TIFF

Send images through a transfer service like WeTransfer, Dropbox, G-Drive, etc.

**\*\*We may request different images for print quality purposes\*\***

### POLICY FOR WORKS

Once your work has been sent, you are entering into an agreement that grants E-Squared the rights and license to a.) reproduce, distribute, transmit, and/or publicly display your work, b.) modify, translate, re-format, and/or store your work in whole or in part, and c.) perform the aforementioned statements free of any royalties or legal action.

What the heck does all of that mean?! At E-Squared, we want your work to represent you. We do not believe in altering your work to the point that it no longer represents you. This may simply mean that we choose to crop or zoom in on your work for the table of contents section. To make the mud clearer, we just need to make sure that you are absolutely certain you want to be published in our magazine and that you also approve of the possibility that your work may be used in the future for promotional purposes.