



Photography and Caption Style Guide

Updated November 2022

1. Submittal Guidelines

- a. Photographers are to submit a **maximum** of 20 photos for consideration for their assignment.
- b. All photos must have accompanying captions when they are submitted.**
- c. Captions should be **submitted in two formats**, as they are used by different departments and cross-referenced with each other.
 - i. submit photos with metadata for the designer
 - ii. submit a numbered list of captions in a Word document for the editor.
- d. Submit photos and captions to: jimihaha@gmail.com and UpstartEditor@gmail.com.

2. Why are captions needed?

- a. To attribute a photograph when it was taken by someone other than the assigned photographer.
- b. To provide information about a work of art.
- c. To describe an action relevant to the article.
- d. To identify key characters in the article.

3. How long should captions be and what should they contain?

- a. Captions are to remain brief, no more than 10 to 20 words, and should contain only art specs or subject and location description. (e.g., Street view of 45 West Street). Do not include any narrative (e.g., Sandy Smith took a portraiture after a long career as an attorney).
- b. For artwork, captions must cite the title and artist at minimum. Please try to also include mediums used, the dimensions of the piece, and year it was created.

4. Who writes captions?

- a. *Photographers* are responsible for writing and submitting captions for the photographs they have taken.

- i. The photographer may coordinate with the writer to get a sense of the story and understand what types of photographs would complement the article.
 - ii. Captions must be fact-checked prior to being submitted.
- b. *Writers* are responsible for writing and submitting captions for photographs that they provide to *Up.St.ART Annapolis* for their articles (e.g., submitted to them by the subjects)
 - i. At minimum, captions must provide attribution for the photograph provided.
 - ii. Captions must be fact-checked prior to being submitted.
- c. The *designer* is responsible for writing captions for the photographs he provides for the article.
 - i. He should fact-check the captions he writes with the writers prior to layout, or request that the writers provide captions for his provided photographs prior to layout.
- d. The *editor* will work with the designer to ensure captions are accurate.

5. **How should captions be drafted?**

- a. Captions (except titles of works of art) should be in **sentence style**—only the first word is capitalized, and each sentence in the caption ends with a period. Please use the **serial comma** (example: Davies, Stuart, and Deere in front of the State House). If you are unsure of spelling, please use Merriam Webster’s Collegiate Dictionary, 11th edition (the online version is fine).
- b. Captions should provide context first and attribution last. Attribution is needed if the photograph is not provided by the assigned and bylined photographer.

Context-only examples:

- Luthier and inventor Paul Reed Smith.
- Street view of 45 West Street.

Context and attribution examples:

- Jac Holzman in 1973. Courtesy of Holzman Family Archive.
- The theatre building exterior in 2014. Courtesy of Lauren Winther-Hansen.

- b. **Titles of works of art should be italicized and in headline style** (capital letters for all words except prepositions and articles)—no quotation marks should be used around the title of the artwork. Provide year, if available, and other information about the work (e.g., media and dimensions). **The rest of the caption should be in sentence style.**

Note that, in the second example below, **there is a space on either side of the x** and that **the period goes outside of the inches mark** at the end of the sentence.

Artwork examples:

- COVER. *Untitled* (2015) by Alison Harbaugh. A composite of three images.
 - *Twisted Davis* (2016) by Neil Harpe. Acrylic on canvas, 32" x 40".
 - *Seasong* (2016) by Charles Lawrance. Acrylic on canvas.
- c. If providing a list in a caption, use semicolons to separate the elements:
- *Untitled* (2015) by Alison Harbaugh. A composite of three images: *Beach Scene Outside of Havana, Cuba; Street Scene in New Delhi, India; Detail of a Cart of Oranges in Havana, Cuba.*
- d. Band and venue names and restaurants should be in roman type with no emphasis (i.e., no italics and no quotation marks).
- Sweet Leda performing at Stan & Joe's Saloon.
- e. Play titles should be italicized. If referring to a performance, provide the date.
- *The Mystery of Edwin Drood*, 2015.
- f. If using dashes in a caption, use em-dashes—do not include a space before and after the words separated by the em-dash.

QUESTIONS? Contact Andrea at: upstarteditor@gmail.com