



Guidelines for submitting photographs in response to “Global Health *in* Action: A call for Pictures”

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1. Preparing for submission

Please read the [GHA Editorial & Publishing Policies](#) to familiarize yourself with the aims, scope, and vision of the journal. Also consider the Journal’s [Copyright and Licensing Policy](#), editorial principles (see below), and general ethical principles (see below) for best practice in editorial photography before you submit your photograph to *GHA*.

1.1. The corresponding photographer:

The person submitting the photograph (from hereafter called the “photographer”) will be the principal contact for all editorial correspondence during the period the photograph is under review with *GHA*. The photographer acts as ‘guarantor’ for all subjects related to the photograph. If more than one person is submitting a photograph, a corresponding photographer and ‘guarantor’ need to be identified during the submission process. All individuals will receive a notification following submission, and are required to notify the editorial office if their contributions to the submitted photograph cannot be justified.

1.2. Cover letter:

The corresponding photographer should clearly state in the cover letter whether the submitted photograph has been previously used, published, or is being considered elsewhere.

2. Submission process

Submission of photographs is free of any charge and open to anyone from any country. Authors who have previously published with us are especially encouraged to submit photographs related to their earlier publication(s) in *GHA*. If your photograph corresponds to an earlier publication in *GHA* please indicate this in the cover letter. We will accept photographs beginning January 4, 2016 until October 31, 2016. Photographs should be submitted via email to: Pictures@globalhealthaction.net. Please use the subject line: “Call for pictures – Global Health *in* Action”.



3. Accompanying material

Besides a cover letter (1.2) and informed consent form (see below) (if applicable), each photograph should also be accompanied by a short text of 250 to 300 words, which is meant provide the context for the image, i.e., who or what is featured in the photograph; when and where was it taken; its significance to the photographer; the photograph's relation to the call Global Health *in* Action; or other information the photographer deems important. This text should be submitted as a MS Word file together with the picture (2.0).

4. Ethical considerations and informed consent

We strongly encourage photographers to consider the following five general ethical principles before taking and submitting their photograph to *GHA*:

- 1) *Autonomy*: How can you show respect for people's rights to decline to their picture being taken? How will informed consent be taken?
- 2) *Non-Maleficence* (Do No Harm): Are you in any way using the photograph(s) in a way that will do harm to the people being photographed?
- 3) *Beneficence* (Do Good): What is your intention in taking the photograph? How can you use the photograph to promote a good cause while ensuring non-maleficence?
- 4) *Fidelity*: Are you truly representing reality (i.e., an actual situation, person, place, etc.) in your photograph?
- 5) *Justice*: If you are taking a photograph outside your native context (e.g., not in your own community or home country) are you still photographing people or communities with the same respect you would pay to yourself and native context?

In general and in the interests of best practice, if one or more persons are clearly and recognizably shown in the photograph or particularly when sensitive or personal information (e.g., disease status, health behaviors, unlawful activities) are being revealed in the corresponding text, then the photographer should obtain written consent from the featured person(s), or the next of kin. A template can be found here:

http://globalhealthaction.net/public/journals/3/guidelines/photograph_media_consult_release_form.pdf. The photographer is required to include this file as a part of the submission. Photographs showing unrecognizable people (where the photograph has been obviously obscured) or photographs showing public crowds or figures may not require written consent.

5. Copyright & License Policy

Your photograph should not have been used or published before, neither in print nor online. Photographers contributing to *GHA* retain the copyright to their photograph but agree to publish their photograph under the terms of the [Creative Commons CC-BY 4.0 License](#), allowing third parties to copy and redistribute the material in any medium or format, and to remix, transform, and build upon the material, for any purpose, even commercially, under the condition that appropriate credit is given, that a link to the license is provided, and that you indicate if changes were made. You may do so in any reasonable manner, but not in any way that



suggests the licensor endorses you or your use. See below for the option to retain rights to a high definition photograph.

6. File Format

All photographs should be submitted in a common image file format (e.g., *jpeg*, *gif*, *png*) and if possible not exceed the size of 5 MB. The photograph can be in color or monochrome. The photograph may be in high resolution but need not be in original high definition (HD). However, photographers may wish to refrain from submitting the full HD image to allow for future controlled use. Digital manipulation of the photograph may be permitted but overly processed photos will be disqualified and not considered for publication.

7. Review process and editorial principles

A select group from the *GHA* editorial team and Co-Action Publishing will judge all photographs upon submission. In order to be considered for potential acceptance and publication of a photograph by *GHA*, the photograph should fulfill all formal criteria outlined above. That is, been submitted in a common picture file format and not exceeding the size of 5MB, being accompanied by a cover letter, 250-300 words of accompanying text, and if necessary informed consent documentation. Particularly strong efforts will be made to evaluate and ensure the ethical appropriateness of the submitted photograph. Finally, the relatedness to the call's objective, namely to picture "Global Health *in Action*" will be assessed. Photographs will be published upon acceptance on the *GHA* webpage.

8. Award

GHA will accept and publish photographs during January 4, 2016 until October 31, 2016. After the call is closed the selected members of the *GHA* editorial team and Co-Action Publishing will nominate the best picture. The winner will receive a certificate for his or her outstanding contribution in picturing 'Global Health *in Action*' and be profiled through the Journal and other channels.