

Photo submission guidelines for The Chartered Quality Institute

For testimonials, social media contributions and Quality World

- **Lighting:** Photos should ideally be taken in natural light. Avoid any shadows by standing further away from the wall or any object that may create such shadow.
- **Headshots:** If your photo is a headshot, please ensure there is enough space around your head and include shoulders so cropping/resizing can be done easily.
- **Camera angle:** When it comes to camera angle, we suggest having the camera at eye level or slightly above. This will give you a more flattering angle in your photos.
- **Background choice:** Think about your background. A neutral or relevant backdrop works best. For example, a plain wall or a tidy workspace can make your professional photo stand out.
- **Attire:** We encourage appropriate attire based on the context of the photo. E.g. if it's a professional look you're going for, consider business or business casual attire.
- **Facial expression:** Keep it natural. We recommend a neutral relaxed expression.
- **Permissions:** If your photos include other people or potentially sensitive content, make sure you have the necessary permissions or rights to use these images.
- **If this is not a professional image:** In cases where your photo isn't meant to be professional, please steer clear of selfies. Instead, ask a friend or family member to capture the moment for you.
- **Filters and Image quality:** Please ensure photos submitted are unfiltered. We required a minimum of 300dpi (for Quality World magazine) and have a 5 MB limit for web. Allowed photos files include:
 - GIF
 - JPEG
 - PNG
 - Zip and supplied in JPEG (for web)
 - TIFF format (for print only)
- **Sending via email:** If emailing photos from a phone with a good camera, choose 'large' or 'actual' when given the option.

Examples:

Good



Bad

