

Physical Education Matters

Guidance for contributors who submit their own photos

The Association for Physical Education (afPE) very much welcomes accompanying photos from contributors to *Physical Education Matters* as they illustrate your practice and participants. Where possible, please consider the following points before their submission. If in doubt, please get in touch with the editor when you are submitting your written text.

- All photos of children and young people must have parental permission for publication. We do not need to see a copy of this but contributors should confirm, in an email to the editor, that they do have this permission. (This can be confirmed when you approve your proofs for publication.)
- Photos should be sent as **separate attachments** – as JPG or PNG files – not embedded in Word documents.
- For print quality, photos should be at least 300dpi (**at least 1mb**).
- Please provide details of the photographer's name **if** the photo needs to be accredited. (Generally photos are not accredited but, occasionally, a contributor wishes to acknowledge the source, for example, the work of a student.)
- While recognising the 'live' nature of contributors' photos, afPE is keen to ensure photos that appear in *Physical Education Matters* reflect good practice, especially as readers view them out of context so tend to make snap judgements. Therefore, in terms of health and safety messages, please try to avoid photos that include:
 - young people wearing jewellery and watches during PE and sport sessions
 - young people with long hair participating without it being tied back
 - young people wearing hoodies whilst playing invasion/contact games
 - young people wearing socks (instead of bare feet/shoes) for PE
 - inappropriate footwear or shoes that are not fastened/have untied laces
 - young people using inappropriate equipment (e.g. young children using equipment designed for adults).

NB. We can air-brush over small items (e.g. remove earrings) if necessary.

- Please do not email too many photos to the editor. Usually we would use no more than one per page (one page = 750 words) so most articles feature two-three photos. If you have a large selection, or your article justifies a photo spread, please liaise with the editor as a file-sharing method may be used instead.

Thank you.