

## Headlines

Without full and accurate captions and headlines your image will be rejected from the Live News feed.  
Download our test image for guidance on filling out your IPTC information.

### Description of event

Modern Times premiere red carpet

*General description of event followed by a comma if needed*

### Town, Country

Cannes, France

*Town followed by a comma followed by a country with no full stop*

HEADLINE: Modern Times premiere red carpet in Cannes, France

### Description of event

Health workers strike outside St Thomas Hospital

*General description of event followed by a comma if needed*

### Town, Country

London, UK

*Town followed by a comma followed by a country with no full stop*

HEADLINE: Health workers strike outside St Thomas Hospital, London, UK

## Captions

Your caption should be in the following simple structure:

E.g. Cannes, France. 1st April, 2014. Charlie Chaplin accepts the Nobel Peace Prize at a ceremony in St Paul's Cathedral, London. He won the prize for his humanitarian work in Nepal. Gorge Soros/Alamy Live News

### Town, Country

Cannes, France.

*Add city/town and country picture was taken, separated by comma with a full stop at the end*

### Day, Month, Year

1st April, 2014.

*Add date in format 01st April, 2014 (remember full stop at the end)*

### Description of event

Charlie Chaplin accepts the Nobel Peace Prize at a ceremony in St Paul's Cathedral, London. He won the prize for his humanitarian work in Nepal.

*This is where to describe what's happening in the image. Caption must be written in English, have 1st sentence in present tense, never be all in capital letters and be no more than 600 characters. See "Caption descriptions" section for further details*

### Credit line

Gorge Soros/Alamy Live News

*We want to see you credited for your image*

## Caption descriptions

These bullet points explain in more detail what we want:

WHO, WHERE, WHAT, WHY

### WHO is in the image?

---

- If it's relevant give subjects' job titles e.g. "U.S. President Barack Obama".
- Sometimes it's appropriate to give a subject's age e.g. "James Smith, 23, a solicitor from Swanage".
- If there's more than one person in the image, say who's who by adding where that person is in the image (top), (bottom), (left), (right) - after their name.
- Don't refer to people not in the picture unless it is necessary to explain the event.

### WHAT is happening in the image?

---

- Say what's happening in the image.
- Don't use opinionated language e.g. "The guilty-looking policeman"

### Detailed WHERE?

---

- Give a full address when appropriate e.g. if you've taken an image of police carrying out a house-to-house search, put in the exact address e.g. "police carry out a forensic search of 21 King Charles Street, Gloucester."
- Don't give a full address where it is not relevant e.g. "The trial happened at Lewes Crown Court, 182 High Street, Lewes, BN7 1YB."

### WHY did the event happen?

---

- A final sentence explaining why an image is important or why an event is happening might be appropriate.
- Don't give your opinions as to why an event happened. Stick to the facts.