



Date: July 9, 2006

To: **CONTRIBUTORS TO UFOPOP.ORG**

Re: **POLICIES AND GUIDELINES FOR SUBMITTING ITEMS**

We appreciate that you are considering submitting images, or have offered to submit images to UFOPOP to be considered for posting in our on-line galleries. In order to stay true to UFOPOP's purpose and to promote consistency in image size and quality, we have established certain standards and criteria – policies - and apply these to all images considered for posting. This document provides those policies.

WHAT CAN BE SUBMITTED

The primary focus of UFOPOP.org is images of flying saucers. Images of other alien spacecraft or UFOs may be submitted for consideration. The item may also depict images of extraterrestrial aliens. The aliens should be clearly recognizable as similar to those actually reported.

POLICIES

UFOPOP.org retains the right to accept or reject items for inclusion in the galleries. We consider each item submitted against our inclusion guidelines, but the bottom line is we retain the right to post or not to post each item. We give contributors credit for posted items as is readily visible on the UFOPOP.org web site, but do not promise to post any given item. We do, however, agree to fairly consider each and every item submitted. Even if an item is selected for posting, the image may not appear on UFOPOP.org right away. Additionally, should removal of an item become necessary, we reserve the right to do so at our discretion and without notice.

We believe it important that items submitted be owned by the contributor when possible. UFOPOP.org galleries then depict the personal collections of contributors. All Copyright, Trademark, and other rights to the images displayed on UFOPOP.org are retained by the rights owners and or licensees. We present images on UFOPOP.org in full belief that such presentation constitutes "Fair Use" under the provisions of the Copyright Laws of the United States of America as contained in Title 17 of the United States Code, namely the "Copyright act of 1976." We base this on the facts that:

1. UFOPOP.org is not a commercial venture, but is completely personally funded for the purpose of providing information to the public, i.e. education.

2. We believe that the images presented on the UFOPOP.org web site constitute a resource for researchers and educators engaged in consideration of cultural phenomena.
3. Only whole images of items owned by the principals of UFOPOP.org or by other collectors who provided images free of charge are displayed.
4. We strongly believe that absolutely no harm can come to the potential market value of these items from the presentation of these images here. In fact, we believe that presentation of these images on the internet enhances the desirability of the items imaged to collectors and dealers and therefore has positive value to copyright holders and licensees.
5. Other persons routinely use comic book cover, book cover, and other images in advertising for profit without challenge, and such images appear in many published works. Furthermore it is not feasible to obtain permission for each image due to the passing away of persons and corporations who were the original Copyright holders.

We post what we believe to be current information including copyright for each image. It is therefore imperative that contributors provide this information as accurately and completely as possible.

We ask that you provide images in certain formats, submit items in a specified manner, and provide specific information in a specific format. This will facilitate our consideration, and if selected for inclusion, speed the posting of images on the web site. Submission guidelines and procedures follow. If some of the guidelines cannot be followed or items of information cannot be provided, please ask prior to submission.

SUBMISSION GUIDELINES

Comic Book Gallery: Front or Back Covers of comic books, comic book fanzines, comic trade industry magazines, or promotional comic books.

Book Gallery: Front or Back Covers of books, booklets, special reports, yearbooks, pamphlets.

Magazine Gallery: Front or Back Covers of magazines [general circulation, UFO focused or publications of UFO organizations], weekly or special newspaper publications.

Merchandising Gallery: Advertisements, promotional items, businesses, events, products.

Toys Gallery: Toys, games, puzzles, recreational items, model kits, figurines, etc.

Scan Specifications:

Resolution: 100 dpi minimum
Format: TIFF [or BMP]
RGB Color [24 bit if possible]

Some flexibility in image size, resolution and file format is possible but please ask first.

Item Information Requirements:

As much as possible, the following information should be provided for each item submitted.

Comic Books

Publisher or Issuing Organization
Title
Volume number
Issue Number
Issue Date [month]
Issue Date [day]
Issue Date [year]
Copyright date & holder
Country of origin
Contributor (format credit line as you wish it to appear)

Books

Title
Author
Publication Date
Publisher
Copyright date & holder
Binding [HB=hardbound, PB=paperback, QSC=quality soft bound, Bklt=booklet, add L to any binding for large size]
Edition [e.g., 1st edition, 3rd printing, reprint]
Country of origin
Category 1 [Nonfiction or Fiction]
Category 2 [adult or juvenile]
Contributor (format credit line as you wish it to appear)

Magazines

Publisher
Title
Volume number
Issue number
Issue Date [month]

Issue Date [day]
Issue Date [year]
Copyright date & holder
Country of origin
Notes [add'l info, e.g., "special collector's edition"]
Contributor (format credit line as you wish it to appear)

Merchandising

Item Description
Item Maker
Source
Month
Day
Year
Copyright date and holder
Country of origin
Contributor (format credit line as you wish it to appear)

Toys

Item Description
Item Maker
Source
Month
Day
Year
Copyright date and holder
Country of origin
Contributor (format credit line as you wish it to appear)

Miscellaneous Gallery - to be added

Item Submission:

Item scans and information should be emailed to Jim Klotz at:

jim.klotz@gmail.com

Please limit file attachment size to 8 megabytes or so, but note that multiple submissions can be accommodated.

Questions or comments should be sent to Les Treece-Sinclair and Jim Klotz through the email link at UFOPOP. (<http://ufopop.org>)