Guidelines for Posting a Photo on the HKU Homepage

Objective:
The HKU homepage provides a platform for faculties and departments to share their photos and communications with the HKU community and the public.

Types of photos that are suitable
1. Events, ceremonies, conferences and activities at the whole-university level
2. Research-related or important projects or initiatives
3. Teaching and learning
4. Achievements and awards
5. Fame factor (e.g., university rankings, renowned scholars)
6. Promoting the university’s international image
7. Festival-related or greeting messages
8. Campus life
9. Campus scenery

Display period
2 weeks (If you would like to post the photo for a longer period, please state your reasons on the form)

Services provided to the photo owner
A “click rate report” of the photo will be emailed to the owner after the posting period has expired.

Specifications for the photo and caption
- Image size: below 2MB
  - Width: 1000 pixels or above
- Height:
  - **632-946 pixels** (Captions display below the image)
  - **632-1285 pixels** (Overlay image with captions)

- Image format: GIF, JPG/JPEG (RGB format), PNG
- For post-event publicity, you may provide a link of the related website/press release/photo albums/videos for HKU members to revisit the event.
- The captions should be bilingual. Please note the caption display format and the word limit (in characters) below:

**Captions display below the image**

<table>
<thead>
<tr>
<th>Background</th>
<th>English</th>
<th>Chinese</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>Max. 60</td>
<td>Max. 24</td>
</tr>
<tr>
<td>White</td>
<td>Max. 80, no more than 2 rows</td>
<td>Max. 36 no more than 2 rows</td>
</tr>
</tbody>
</table>

**Overlay image with captions**

<table>
<thead>
<tr>
<th>Background</th>
<th>English</th>
<th>Chinese</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>Max. 240, no more than 5 rows</td>
<td>Max. 108, no more than 5 rows</td>
</tr>
</tbody>
</table>
Notes:
1. You may fill in any one or all the fields for the captions according to your needs.
2. Please preview your submission to make sure the captions are displayed properly. Captions should be short when showing vertical photos.

Selection criteria
The photo should be:
1. Preferably of professional quality
2. Of topics interesting to hku.hk readers
The caption should be:
1. Self-explanatory, clear and concise

Avoid
1. Typos in content
2. Incorrect information
3. Unclear messages, repetitions and too many acronyms
4. Photos that are taken at an unprofessional angle/ blurred/ out of focus/ too dark/ too bright/ distorted / or have too much noise
5. Outdated photos (especially for events which have been held more than 2 weeks ago)
6. Seminar photos (too general)

These are NOT allowed
1. Commercial logos or advertising element
2. Photos without copyright clearance
3. Photos that show no relationship with HKU
4. More than two photos of the same theme/event displayed within one week

Editorial Prerogative
1. The photo owner should ensure the caption is grammatically correct. Our editorial team reserves the right to approve, reject or edit the submitted photos and captions.
2. The editorial team may alter the posting date, period and the order of appearance of the photo for scheduling purposes.
3. If any of the requirements listed in these photo guidelines is not fulfilled, your submitted photo may be rejected. You may consider amending the caption or editing the photo with reference to our comments.
Responsibility of the photo and caption provider

If any complaint/enquiry arises because of the posted photo, the photo owner will be responsible for responding to that complaint/enquiry.

Photo submission and approval

For time-specific photos (e.g. for events), we recommend that you submit them as soon as possible after the event. Please fill in our online form here. It generally takes about 3 working days to process your request.

Enquiries

Please contact any of us sywp Wong@hku.hk / aliceng1@hku.hk / fidelial@hku.hk

Communications and Public Affairs Office

(Last update on Aug 25, 2016)