

# Picture Stamp Manual 1.2

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## 1. Introduction

Included in the stamp section are:

1. Stamps, which resemble postage stamps but do not have a postage stamp function. They are vignettes that can also be found on postal items, whether or not on the reverse side to close the cover properly.  
Most of the time they had the following purpose: promotion, fundraising or thematic decoration (easter, christmas, love, sorrow, support, advertising, ...).
2. What is commercially named as seals, charity stamps, poster stamps, propaganda vignettes, ...
3. Jul stamps (Scandinavian countries) are closing stamps but the agreement is that Jul stamps are included in the stamp section.

Input fields sometimes have instructions. The instructions that follow are intended to supplement these.

Where possible, the same import rules apply as those drawn up for the stamps section.

## 2. Title

- The title begins with a capital letter (or a number, e.g. 100 years of stamps).
- Avoid abbreviations in the title. These are usually poorly translated and it gives a messy impression. Names such as NATO, UPU and DDR can be mentioned (without dots).
- It is not allowed to put numbers from other catalogues or reference works in the title.
- The title is basically (a part of) what appears on the stamp as text. Not everything if the title would become too long (think of the overview in e.g. the gallery). The rest of the text can be placed in Details.
- An administrator can decide to change a title if it contains errors or for reasons of uniformity and recognizability of the catalogue.

## 3. Face value

On most of the stamps there is no value. If there is a value on the stamp, then this can be entered in the field Face value. Without indication of currency or coin. Only a value.

Respect the spelling. If there is a point as a decimal point, use a point. A comma remains a comma.

## 4. Country

Include a country of origin in this field as far as possible. That makes searching and selecting easier.

## 5. Publisher / Manufacturer

Where a specific publisher (which is not a country) is really known, mentioning it in the field Manufacturer/Publisher may be clearer and easier for searching and selecting. E.g. 'Nederlandse Consulaten Buitenland' 'Stamp!', 'Walt Disney Productions', 'Popfoto' or 'Removos'.

## 6. Series

For series of seals you should look at which ones already exist. A number of series should have a fixed name in combination with manufacturer/publisher to make a nice selection (gallery).

Larger series are e.g. 'Salute stamps', 'Commemorative stamps', 'International Year of the Child', 'Fight against cancer', 'Christmas', 'Charity stamps', 'Easter stamps', 'Propaganda stamps', 'Advertising stamps', 'Comic strips', 'Exhibition', 'Fight against tuberculosis', ...

If a part of such a series lends itself to it (larger number in the same series) then a more specific series name can be used. E.g. 'Boys Town Nebraska', 'Safety Museum', 'Expo 58', 'Jan, Jans en de Kinderen', ...

Administrators can change the Series names to make the catalogue more manageable.

## 7. Number in series

Intended for sequencing within a Series / Year. Use ONLY digits.

## 8. Theme

Get as many themes out of the stamp as possible.

E.g. for a pig: Animals, Pigs and mammals.

In a cityscape where you also see cars in the streets, fill in 'cars' as well.

## 9. Year

When the year of issue is known, you enter it here. E.g. For an exhibition stamp, if the date of the exhibition is on the stamp, then you take the year of that date.

If no year is known, but a period is, then state this in the box Details.

## 10. Dimensions

Measure the stamp and enter those dimensions, in mm, in this box. The size of the whole stamp must be taken, not just the picture. Notation: width + space + 'x' + height + 'mm'.

In the case of round shapes, only state the diameter (e.g. 27 mm).

## 11. Details

Here you can mention all relevant and useful info.

Designer, printer, perforation, print run, ... The more concrete data the better.

Stories about the background can be included in the background pages.

Only include limited background in Details if it is functionally useful.

## 12. Catalog value

Enter the current value here, if you know it (with knowledge). Don't improvise or let yourself be led emotionally. It is better not to fill in anything (yet). After all, when selling, the selling prices are shown in detail in a table. And those are in line with reality.

## 13. Images

Preferably use a scanner. This gives by far the best result without distortion. Make sure that the colours are somewhat the same as the original.

Before you place the image: Straighten the image and crop the edges.

Preferably the background is black, so that the perforation is visible. Unless the stamp is dark up to and including the perforation, then you can use lighter grey as a background.

**ONLY SELF-SCANNED IMAGES!** It is not allowed to use images from the internet, from brochures or other catalogues! It is also not allowed to place own copyright notices on the images. The image is general for everyone in the section.

You can add your own images for yourself (or for potential buyers if you put the item for sale in your Shop). But also there, as the name says, only own images.

## 14. Communication

Questions and suggestions are welcome and strongly appreciated. This is mainly done through the Community (forum). Closestamps does not have its own heading in the overview list (list on the left side of the Community). Choose 'Other topics' on the left and scroll down until you see 'Sluitzegels'. There it is.