



Illustration Submission Guidelines

GENERAL NOTES

Please consult your contract or check with your editor early on to confirm the type and number of illustrations you expect to include, if applicable. If you are unsure about the quality of your artwork, we encourage you to submit samples for review as early as possible to avoid delay once the final manuscript has been submitted.

All original forms of illustrations must be supplied with the final manuscript. Before your manuscript is ready for editing, design, and production, the Press must have all art, including maps and figures. These should consist of electronic files.

Do not embed any illustrations in the word-processing file that contains your text. Rather, at the submission stage, we need separate numbered image files whose numbers are keyed to several other documents. These should be put together in such a way that they can be assembled by someone who is not reading the manuscript and knows nothing about what the images show. (That is, you should rely everywhere on the numbering system, rather than refer to “the Rembrandt,” “The Hiroshima photo,” etc. Even your editor, who will know more about the art than the typesetter will, will find it easiest to work within this numbered system.)

Please number each figure consecutively, as it appears in the book: “Fig. 1,” “Fig. 2,” “Fig. 3,” etc.; if there are 20 figures, they should be numbered “Fig. 1” through “Fig. 20.” (The exception is in edited volumes, where the numbering starts over in each contributor’s essay. For edited volumes, please create separate folders for the art for each chapter, and be careful to distinguish them in the captions file and art log you submit.) When two illustrations should appear together and are captioned together, place an “a” or “b” after the number—for example, 1a and 1b or 2.1a and 2.1b. This sequence will be the basis for how you prepare the art, and several elements should be keyed to this sequence:

1. The art files themselves, which should be submitted as a set of .tif, .eps, .jpg, or .psd files, with file names that start with the figure number. (See below for details on how to prepare and submit these art files.)
2. Include a separate document with captions for all illustrations in your manuscript. Do not embed captions in the body of the text or add them to digital image files. Captions can be quite simple and need only identify the image that is being shown, along with any requested image credit. They do not need to be descriptive unless you would like for them to be. Captions should start with the figure number—e.g., “Figure 3. Rembrandt, *The Night Watch*.”
3. Your acquisitions editor will give you an art log to inventory the illustrations in your manuscript. The time you take to fill out this log is much appreciated.
4. The manuscript itself should use two sets of callouts, keyed to the figure number. These should be inserted in the text where the figure is first mentioned. One set of callouts is for the compositor and should be inserted within angle brackets, like so: “<<Insert fig. 3 here.>>.” (The angle brackets are important for searching the manuscript, because the word “figure” (or the letters “fig”) usually appear many other times in a chapter.) In addition to the callouts for the compositor, please also make sure that you call figures out to the reader, parenthetically—for example, “See Figure 3.” Figure callouts (the kind with the double angle brackets) should always be separate paragraphs following the text paragraph that will

precede the callout. You should not put such callouts in the body of the text. Here is an example showing both sets of callouts:

In Rembrandt's *Night Watch* (Figure 3), a funny thing happens behind the backs of Captain Frans Banning Cocq and Lieutenant Wilhelm van Ruytenburgh when they are on the point of leading their company to an unspecified site of assembly or action.

<<Insert fig. 3 here.>>

Art file preparation. The Press requests .tif, .eps, .jpg, or .psd files, submitted at 4.5 inches wide and at a resolution of 300 dpi (dots per inch). See "Electronic Art Guidelines" below.

Materials. If discussed at the contract stage, we may be able to accept prints. We no longer accept slides, transparencies, or pages from books or magazines. Photocopies are not sufficient. Submitted unscanned artwork, if accepted, must be in our hands during the entire editing and production process (average nine months). We prefer to keep the materials in our possession until the book has been printed. Please arrange rental agreements accordingly.

ELECTRONIC ART GUIDELINES

Digital files should be grayscale if they are to run throughout the text, or color if they are to be placed in a gallery. **Digital photographs, maps, and illustrations should not be embedded in a Word document.**

The photo file must have a resolution of at least **300 dpi**, measure at least **4.5 inches wide**, and be saved as a **.tif, .eps, .jpg, or .psd** file. We cannot use file formats such as .png, .gif, or .bmp because they have a tendency to strip information from an image. Most images scanned or saved in recent years as a **.jpg** file are of better quality *if saved in the highest resolution (set at 12) and at the intended size*. Even though an image may appear large enough when viewed on a computer monitor, it will not be adequate for reproduction in print unless the specifications given above are met. Most images downloaded from web pages have a resolution of just 72 dpi.

A Note on Resolution: Some computer programs will allow you to artificially add resolution to a digital file. This will not improve the quality of the image. On the contrary, the image will become fuzzy and pixelated. If you find yourself tempted to enlarge a file, it is a sign that the file is substandard and should not be used.

You can check the image's printable size, **in Windows**, by following these steps:

1. Right-click the image file name. Select "Properties" from the context menu.
2. Click on the "Details" tab in the top of the pop-up and scroll down to the "Image" section.
3. The field "Dimensions" indicates the size of the image in pixels. By dividing the pixel dimensions by 300, you can determine the size at which we can print the image. A 1200 x 900 photograph, for example, can be printed at 4" x 3". A 450 x 225 photograph can be printed no larger than 1.5" x 0.75".

On a Mac, right-click the image file name and select "Get info"; under "More info," the field "dimensions" indicates the size of the image in pixels. By dividing the pixel dimensions by 300, you can determine the size at which we can print the image. A 1200 x 900 photograph, for example, can be printed at 4" x 3". A 450 x 225 photograph can be printed no larger than 1.5" x 0.75".

Line art created in a computer program, such as Illustrator, must be rendered as "outline." Text typed within the schema, map, graph, etc. should also be converted to "outline." Save the file as a **1200 dpi .ai or .eps** file. (Note that the dpi requirements for line art are higher than for photos.) If a line

illustration requires textual editing (of map labels, for example), you may be asked to provide corrected artwork during copy editing.

Screen Grabs: Capturing, or “grabbing,” cinema stills, video game screens, and web pages from a computer monitor is fraught with pitfalls. For this reason, the Press discourages submission of screen grabs unless they are prepared by a skilled technician. If you foresee the need for captured images in your book, you should consult with someone in a media lab at your university library or elsewhere on campus prior to submission of artwork.

In general, though, the size of a screen grab is dependent upon the size of your monitor. To create a screen grab to our specifications, you will need a minimum screen size of 17 inches (measured diagonally). The image to be grabbed must fill as much of the monitor’s width as possible—12½ inches at minimum.

SCANNING GUIDELINES

We appreciate your having the originals professionally scanned. Scan the image as close as possible to the size at which you intend on using the image. Images should be scanned at 300 dpi (line art at 1200 dpi). Do not use file compression.

Color photographs/images should be scanned in RGB or CMYK color mode.

Black and white photographs/images should be scanned in Grayscale mode.

Line art illustrations should be scanned in bitmapped mode (or line art mode).

Save the scanned image in the following formats: **.tif**, **.eps**, or **.psd**. These file formats maintain the image information and result in quality image files.

TRANSMITTING IMAGE FILES

If you are submitting few enough images that they can be sent by e-mail, please do so. If e-mail will not suffice, you should submit your digital image files via a web-based, bulk-file-transfer service such as Google Drive, Dropbox, or WeTransfer. We can also accept DVDs, CDs, and flash drives.

The illustration log should be forwarded to the acquisitions editor separately as it gets reviewed in a transmittal meeting.

SUMMARY

Delays will be a factor toward a timely production of a publication if the above guidelines are not followed. Feel free to contact the Press if you have any questions or need clarification in regards to artwork submissions.