



ARTWORK GUIDELINES & REQUIREMENTS

(REMINDER: authors are required to supply all artwork rights & permissions. Images copied from the Internet are not necessarily copyright-free or “fair use.” See separate guidelines for Artwork Rights & Permissions.)

1. Provide Files (Attachments) for All Illustrations/Photos/Figures.

Provide files (attachments) for all illustrative figures based on the programs in which they were created (for example, Word, PowerPoint, Excel, PDF (adobe), JPEG, Photoshop, etc.). These attachments are often referred to as “source files.”

2. Use Standard Fonts for Each File’s Descriptive Blurbs.

When creating figures (descriptive blurbs for photos) use standard fonts like Times, Arial, or Helvetica. Do not use color fonts if the figures are to be printed in black and white. The reason is that the entire combined figure/blurb as well as the figure must be printed entirely in black & white.

3. Name Your File Attachments Using Chapter/Figure Numbers.

When naming your files, include the chapter number and figure number (for example, Figure 3.8).

4. Captions (Titles/Headings)

Separate captions from their figures and provide each caption as a separate file attachment.

5. Provide Hard Copy Printout.

Always include a hard copy printout (laser or inkjet) of each figure. Check it to make sure it matches the digital file. If something is not printing properly, please note it in pen or pencil on your hard copy.

6. Photographs, Photocopies, Tear Sheets & Transparencies/Slides

If actual photographs are submitted they must be sharp and clear.

They must be reproducible, which means a printing density of at least 300 dots per inch.

Pages torn from books (i.e., tear sheets) are also acceptable.

Photocopies are not acceptable unless the quality is extremely good (which means clear reproduction and minimum density of 300 dots per inch).

Transparencies and 35mm slides may be submitted. All media should be labeled without damaging the art (for example, a light pencil could be used on the backs of photographs to identify them).

7. Scanning Artwork

If you are scanning art, the resolution should be set at 300 pixels per inch (ppi) for grayscale or color. The original image area should be at least 5 inches wide. If the original is smaller than 5 inches, then the scanning resolution should be set higher (for example, 400 ppi for a 4-inch piece of art). Line art such as charts, graphs, or pen drawings should be scanned at 600 to 900 ppi grayscale.

Save scanned images as tiffs or jpegs. If other file formats are submitted (such as gifs that have been downloaded from the Internet), make sure they are large when viewed on the screen so they can be reduced in order to raise (increase) the resolution.

Be aware that gifs are only 72-96 ppi and if printed at 100 percent (same size) will look fuzzy and unprofessional. Again, please make sure that they appear large on your monitor before taking a screen shot.



Although we discourage the submission of screen shots as final artwork, we understand that in some extreme cases this may be necessary. If original source files or scanned images cannot be supplied, please follow these instructions:

8. Suggestions for Drafting Charts, Tables, and Graphs

- a. Aim for relative simplicity; avoid 3-D bar and pie charts.
- b. Figures should not exceed 5 inches (30 picas) in width and 7 inches (42 picas) in height.
- c. Do not use line weights lighter than .25 pt. Lighter (hairline) rules will not appear in the printed book.
- d. Do not use color unless the book is to be printed in color.
- f. Supply drafted files in the format of the program that they were created in. If possible, also supply a set of EPS files or PDFs of the drafted figures.

9. If Art is Created in TeX or LaTeX, Please Supply PDFs.

A PDF of the whole chapter is acceptable. In addition, please send the original TeX or LaTeX files, including any unusual packages.

10. SCREEN SHOTS from Windows

- a. Make the window to be copied as large as possible and then click on it to make it active.
- b. Press the Alt and Print Screen buttons (this will copy the active window to the system's hidden clipboard).
To print the whole screen, do not press the Alt button.
- c. Open a new document in a program such as Word, then go to Edit and click Paste.
- d. Save and name the file.

11. SCREEN SHOTS from Mac OSX (OS10 or later)

- a. Make the window to be copied as large as possible.
- b. Open the application Preview.
- c. Under File, click and choose "Take Screen Shot."
- d. Choose "From Entire Screen."
- e. Save and rename as a tiff file.

12. SCREEN SHOTS from Mac OS9 (or earlier)

- a. Press Command-Shift-3 (there will be a clicking sound).
- b. Go to your desktop and double click on the image "picture 1"
(a second screen shot would be called "picture 2," etc.).
- c. The image will open in Simple Text and can be saved and renamed.
PLEASE NOTE
Many commercial programs can be purchased that take screen shots.