

## ILLUSTRATIONS

*For production purposes, illustrations are categorized as either halftones or line art. Halftones are made from photographs, transparencies, or slides. Line drawings, charts, and graphs made of lines or screens composed of small dots are considered line art.*

### GENERAL

Submit all illustrations with the manuscript, in a format that has been approved by the press for reproduction. Include two photocopies or laser prints of each piece of art, grouped at the end of the manuscript.

All illustrations should be numbered in order of appearance. For artwork such as figures that will be numbered in the printed book, use the double-numbering system (Fig. 1.1, Fig. 1.2, Fig. 2.1, etc). Photographs, which except in the case of art books will appear unnumbered in the printed book, must still be numbered for identification but the numbering should be consecutive throughout the manuscript (Photo 1, Photo 2, etc.).

Indicate in the electronic file of the text the approximate placement of each illustration (“Fig. 1.1 about here”) on a line by itself between paragraphs. *Never* include the actual art in the text files.

Type captions (including credits) for all the art in a separate file. Number each caption to correspond with the illustration it describes. Hard copies of the caption list should be placed at the end of the manuscript. If applicable, be certain the captions cite source credit as required by the copyright holder.

### HALFTONES

#### **Black and White Photographs**

Prints should be at least 5" x 7". Glossy finish is preferable, matte finish acceptable.

Avoid submitting images clipped or photographed from printed sources.

Number all images on the reverse side. Do not use sharp pencils or pens to write on the backs of photos. Instead, use a soft grease pencil or felt-tip pen. Make sure ink is dry before stacking illustrations to prevent ink from transferring to another image.

#### **Black and White Photographic Scans**

Scans should have an image width of at least 5" at 300 dpi (but no larger than 400 dpi). Lower-resolution scans to which resolution has been artificially added are not acceptable. Most images downloaded from the Web are low-resolution images unsuitable for printing.

Scans must be grayscale (8-bit) and saved as TIFF files.

Curves are scanner settings that help produce the best-quality reproduction. Set the highlight at 4 percent and the shadow at 90 percent.

Scans of previously printed halftones from books, magazines, and newspapers are acceptable only if they are “descreened” during scanning; otherwise, a moiré pattern will result.

Slides should be scanned at 500 percent of original size at 300 dpi and saved as TIFF files.

Images from digital cameras are acceptable only if they are taken with a 4 megapixel or greater camera, then saved as TIFF files.

### **LINE ART: CHARTS, GRAPHS, AND MAPS**

Line art should be created by a professional graphic artist using a vector-based illustration program, preferably Adobe Illustrator; Freehand and Corel Draw are also acceptable. Programs such as Microsoft Word, Excel, PowerPoint, and the like do not produce usable electronic artwork (high-quality [600 dpi] laser output from these programs *may* be usable; consult your acquisitions editor.) Bear in mind that editorial changes to the art may be needed during the production process.

Illustrations should be created as close as possible to the desired final size; for a standard scholarly book, 5” x 8” would be the maximum image size. Plan so that if it is necessary to reduce the image, line widths will appear uniform and details within the image (such as typographic labels) will be legible.

Any typographic labels within the line art must be no smaller than 6 pt after reduction. Sans serif faces (e.g., Arial) are preferred. All lines within the figure must be .5 pt to 1 pt in weight after reduction. If a line reverses to white, line weight should be at least 1 pt. Never use “hairline” weight as a line width option.

Graded screens are preferable to contrasting fill patterns (hatching or stippling). For graded screens, allow no more than three steps in gradation, with a minimum of 20 percent between steps. Use only blacks and grays.

TIFF and EPS are the preferred file formats. For EPS files, include all fonts used on the graphic even if they are embedded in the file. Do not provide PICT, Paint, GIF, or JPEG files.

Provide the following information about each file submitted: filename, platform used to create it (PC or Macintosh), and the name and version of the software used to create the file.

Use Adobe PostScript Type 1 fonts only. *Do not use True Type fonts.*

If you are scanning existing line art, resolution should be 1200 dpi.

Digital files may be provided on 3-1/2” floppies, Zip disks, CDs, or DVDs. Please list the contents on the label, and print a disk directory for each disk. Printouts of scans at 100 percent of scan size and bearing the scan IDs *must* accompany the files. Name the files in an easily recognizable fashion (Photo 1, Photo 2, Fig. 1.1, etc.); do not retain file names consisting of archive numbers or other identifiers that do not pertain to your manuscript.