Southern Illinois University Press
Art Preparation and Submission Instructions

The following instructions are intended to guide you through the process of assembling and submitting the art program for your book. Any questions about your art program should be directed to your editor.

Planning and Preparing the Art

Before your book is "launched" into the editing, design, and production process, the Press must receive all original art. Photocopies of art "to come" are not sufficient. Incomplete art significantly affects every aspect of the production process and may cause delays and additional costs.
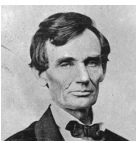
The quality of the art reproduction in a book is largely controlled by the quality of the original illustration, so the illustrations submitted for reproduction must be of the highest possible quality. Your art program will be formally evaluated before your book is launched. You may be asked to furnish additional materials or replacement images after the evaluation.

You are asked to select or prepare, identify and inventory the art carefully. Follow this list to ensure your art program is complete:

- original art labeled and inventoried, packaged securely for shipment
- digital art uploaded (via DropBox or email), or sent on disk
- permissions gathered and organized (see below for more information)
- manuscript marked for placement, if images are to appear within the text
- captions written; text furnished as hard copy (and on disk with final manuscript)

Electronic Images (digital)

- Resolution is measured in pixels-per-inch (ppi). For usability, photos and grayscale images need to be 300 ppi when printed at the size used in the book. Line drawings need to be 600 ppi. (see chart below)

CHECK ART RESOLUTION ON A PC	CHECK ART RESOLUTION ON A MAC
Right-click on the file	Press "Control" key and click on the file
Select "Properties" from the menu	A drop down menu will appear
Click the "Summary" tab	Select "Get Info" from the menu
Click "Advanced" button	Under the "More Info" section, file dimensions show the width x height of the file in pixels
Summary shows width x height of the file in pixels	
Calculate using formulas below	Calculate using formulas below
PHOTO / GRAYSCALE ART: Calculate maximum reproduction size of the file by dividing the number of pixels by 300 ppi (*i.e.*, 1500 pixels ÷ 300 ppi = 5 inches)	**LINE ART:** Calculate maximum reproduction size of the file by dividing the number of pixels by 600 ppi (*i.e.*, 3000 pixels ÷ 600 ppi = 5 inches)

- Preferred image types are TIF, JPG, PDF, and EPS files. Save JPG files with a high-quality setting.
- Do not provide the image to us in a word-processing program.
- If submitting maps, have your map maker include the original application files, fonts used, and a final PDF file. Sending an EPS file is okay too. Maps should be 5" wide to avoid sideways placement on page. Text needs to be readable on a printed 5" wide map.
- Images (at usable resolution) need be at least 5" wide for text use, and 7" wide for cover use. This means the actual usable area of the image, not including white space and borders. In a few instances, smaller images may be usable, but that will be determined on a case-by-case basis.

- If creating your own images (*i.e.*, charts) or providing digital scans, submit a test file or two to your editor and we will check file size, resolution, and usability.
- If you download stock art (*i.e.*, Library of Congress), choose the largest file size available.
- Don't alter your image even if you are trained in this area. We will adjust for our printer's specs.
- Don't crop the image. Send us a photocopy with your cropping preference.
- Take "screen grab" images at the largest possible view size, as monitors have low resolution.
- Generally don't grab images from the web. Web graphics are low-quality JPG and GIF files with deteriorated size and detail. They may also infringe on someone's copyright.
- Generally, image file sizes under 1000 kb (1MB) are not high enough resolution for printing.

Scanning images
- Select a scan percentage that will result in the final image size or larger, and select the correct resolution (300 ppi for photos and grayscale art, 600 ppi for line drawings).
- Scanning in RGB color retains the most image information. Leave image in color; we will convert it.
- Don't alter your image even if you are trained in this area. We will adjust for our printer's specs.
- Don't resize the image (or change ppi) after scanning. If you think the image is too small when scanned at 100%, change the scan percentage to achieve a larger size and rescan.
- Don't crop the image. Send us a photocopy with your cropping preference.

If your art is rejected because it is too small or has low resolution
- You can submit the original art and we will scan it here (art will be returned).
- You can rescan the image at a larger size and resubmit it with a new file name.
- You can locate a higher quality file of the art (larger file size) and resubmit it with a new file name.
- You can submit substitute art with a new file name.

For more extensive information on preparing digital art files, see **Art Creation Guidelines** on our website.

Photographs and Prints (physical materials)
- Submit bright, sharp, focused, color or black and white, 8" x 10" or 5" x 7" glossy prints if possible.
- SIU Press will scan the images for use in your book.

If submitting photographs or original art, images should be at least 5" wide for text use, and 7" wide for cover use. This means the actual usable area of the image, not including white space and borders.

Never use paper clips or write directly on the front or the back of the image because the indentation will show up in reproduction. Use a pressure-sensitive label on the back of each illustration, noting the illustration's number. If the photo's orientation is questionable, mark an arrow on the label, indicating the top of the illustration. Write on the label before affixing it to the back of the photo, placing it as far from the image as possible. Place tissue paper between the photographs to avoid scratching and sandwich the pieces between cardboard. If further clarification is needed, provide it on a separate sheet.

In the case of borrowed books or images, the loan period must take into account the entire production process. We prefer to have access to the materials until the book is published. Please arrange your rental agreements accordingly.

Permissions
Begin early to request permission from copyright holders as permissions can take a long time to finalize. Request non-exclusive, electronic, and world rights for all languages and all editions. Send your signed permission forms to your editor with your illustrations. Be sure to keep a copy of all permission letters. Any credit line stipulated by the copyright holder should appear in your caption.

Numbering and Naming Illustrations
Illustrations which will appear in a gallery (a section containing only images and captions) should be numbered consecutively. Those which appear within the text should be numbered consecutively within each chapter and should include the chapter number. For example, the first illustration (whether a photograph,

figure, or map) in chapter 1 would be labeled "Figure 1.1."

Do not imbed the illustrations within the manuscript pages. Instead, call out their placement in the text by putting a note like "[Fig. 1.1]" in brackets. We can't guarantee exact placement but will do our best to place the illustration as close to the desired position as possible.

Captions and Credit Lines

Illustrations should be accompanied by a double-spaced typed list of their captions. Begin each caption with its number, followed by a concise description; cite the full source; and end with the credit (permission granted).

Figures, plates, and other illustrations that are referred to as such in the text should have captions like those in the following examples. (In some works, illustrations are not cited in text and do not require a label like "Fig.," only a caption, credit line, or both.) Always abbreviate "figure" when it appears at the beginning of a caption.

Credit lines usually appear at the ends of captions, as in the samples below. Some credit lines must appear exactly as the rights owner requests.

Fig. 5.1. Sequential rural settlement processes in Illinois (Hart 1974; Hudson 1969; Paullin 1932)

Fig. 6. Flyer announcing that the Cincinnati Type Foundry took possession of the St. Louis Type Foundry on August 16, 1860. Missouri Historical Society, St. Louis.

Plate 1. Yvette seems preoccupied with her troubles, while the Gypsy looks on. Film still from Christopher Miles's The Virgin and the Gypsy.

Map 7.3. Distribution of Asian Americans in the Chicago area in 1980

Abraham Lincoln and Springfield, Illinois, mechanic Walter Davis made this eighteen-inch model of Lincoln's invention of "a device to buoy vessels over shoals," which, in 1849, Lincoln submitted with his patent application to the U.S. Patent Office. Lincoln whittled the thicker interior frame pots with his pocketknife. The model currently is in the Smithsonian Institution. (Photo courtesy National Museum of American History, Smithsonian Institution.)

Art Log

You are strongly advised to keep an inventory, or log, of the art you send to the Press. The log should include the image number and the type of image sent (digital, print, etc). A photocopy of your log should be sent with the art to the Press. The log is especially helpful when you're not sending all of the art at one time or if you're sending in more art than will be used in the book.

Art Submission Checklist:

____ Have you sent test files of digital images to the Press?
____ When printed at the size to be used in the book, are your digital photo/grayscale images at least 300 dpi?
____ When printed at the size to be used in the book, are your line art digital images at least 600 dpi?
____ Are your digital images in the proper format: preferably tiff files?
____ Have you labeled your original prints and photos?
____ Have you included your captions with credits?
____ Have you included all permission letters?