

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, SIU Press must receive all original art. Photocopies of art “to come” are not sufficient. An incomplete art program 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 illustrations, so those submitted for reproduction must be of the highest caliber. 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.

Select or create, identify, and inventory 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 gray-scale images must be 300 ppi when printed at the size used in the book. Line drawings must be 600 ppi. See the 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 |

| CHECK ART RESOLUTION ON A PC | CHECK ART RESOLUTION ON A MAC |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>PHOTO / GRAY-SCALE ART Calculate maximum reproduction size of the file by dividing the number of pixels by 300 ppi (i.e., 1,500 pixels ÷ 300 ppi = 5 inches)</p> | <p>LINE ART Calculate maximum reproduction size of the file by dividing the number of pixels by 600 ppi (i.e., 3,000 pixels ÷ 600 ppi = 5 inches)</p> |

- 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 embedded in a word-processing program.
- If submitting maps, have your mapmaker include the original application files, the fonts used, and a final PDF file. Sending an EPS file is okay too. Maps should be no more than 5 inches wide to avoid sideways placement on a page. Text must be readable on a 5-inch-wide map.
- Images (at usable resolution) must be at least 5 inches wide for text use, and 7 inches wide for cover use. These dimensions refer to the usable area of the image and do not include white space and borders. In some cases, smaller images may be usable.
- 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 (e.g., from the Library of Congress), choose the largest file size available.
- Do not alter your image even if you are trained in this area. We will adjust for our printer's specs.
- Do not 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 1,000 kb (1 MB) 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

- Do not artificially enlarge small images (e.g., increase the resolution or size of the original rejected image) and resubmit.
- 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** under “Authors” at www.siupress.com.

Photographs and Prints (physical materials)

- Submit bright, sharp, focused, color or black-and-white, 8-by-10-inch or 5-by-7-inch glossy prints if possible.
- SIU Press will scan the images for use in your book.

If you submit photographs or original art, images should be at least 5 inches wide for text use and 7 inches wide for cover use. Measurement should include only the usable area of the image, not white space and borders.

Never use paper clips or write directly on the front or the back of the image because the resulting indentation will show up in reproduction. Note the illustration’s number on a pressure-sensitive label before applying it to the back of each illustration. If the photo’s orientation is questionable, mark an arrow on the label, indicating the top of the illustration. Place the label 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 rights holders, as the process may be of long duration. Request nonexclusive, electronic, and world rights for all languages and all editions. Send signed permission forms with the illustrations. Retain copies of the forms. Credit lines stipulated by permission givers should appear in captions.

Numbering and Naming Illustrations

Illustrations that will appear in a gallery (a section containing only images and captions) should be numbered consecutively. Those that 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 angle 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 list of their captions, typed with double spacing. Begin each caption with its number, followed by a concise description of the image, and cite the source, including, if necessary, any text required by a permission giver.

Credit lines appear at the ends of captions, as in the samples below. Some must appear exactly as the rights owner requests. Even when a borrowed image is in the public domain or is lent without the requirement of a specific credit line, please give enough information about the source so that other researchers may locate a copy of the image. A public-domain image from the Library of Congress, for instance, should appear with “Library of Congress, Prints and Photographs Division,” and a reproduction number as found at www.loc.gov/pictures/.

Figures, maps, and other illustrations referred to as such in the text should have captions like

the following examples. (In some works, illustrations are not cited in the text and thus take no label like “fig.” but only a caption or credit line, or both.) Always abbreviate “Figure” as “Fig.” when it appears at the beginning of a caption. Captions may begin with a sentence fragment or an independent clause. Whichever you choose, use it consistently.

Pie chart of the Polish business community, Chicago, 1903. Adapted from *Polish Directory for the City of Chicago* (1903; reprint, Chicago Polish Genealogical Society, 1981).

Fig. 6. L. P. Larson Opera House, Fremont, Nebraska. Library of Congress, Prints and Photographs Division, photograph by John Margolies, reprod. no. LC-DIG-mrg-00505.

Fig. 2.3. Captain Peter Casey. Courtesy Chicago History Museum, photographic print, ICHI-51257, detail.

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

Abraham Lincoln and Springfield 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 application to the U.S. Patent Office. 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 or digital file 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?