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Please contact Fred Wellner or Vicky Lane with any questions

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Specifications for accepting artwork are as follows:

Digital images: We require minimum 8 x 10" at the scanning or creation stage.

Color: For images to be printed as 4-color art, we require they be scanned at least 300 dpi (dots per inch) and saved as CMYK color mode in TIFF format. Final color outcome is a product of the media scanned. If a digital image does not match the original artwork, then the final printed version will not either.

Black and White Halftones: Images to be printed as black and white halftones should be scanned at least 300 dpi (dots per inch), 8-bit grayscale, and saved in TIFF format. (If there is text present, the image needs to be 600dpi to preserve crisp lines and legibility)

Black and White Line Art: Images to be printed as black and white line (not grayscale) should be scanned at minimum 600dpi (dots per inch), although 1200 dpi is preferred, and saved in TIFF format.

Important: Send only the best file version of each image per these specifications. Do not send multiple file versions. (example: If you supply a TIFF of an image, do not also send a JPEG of it.)

Label all image files by author + number (i.e., Jones02.TIF) and maximum 10 characters.

Hard copy images (original photographs, etc. — not prints of digital files):

Black and White: For images to be printed as black and white halftones, please submit 8 x 10" (or 5 x 7") continuous-tone prints. High-resolution laser prints or inkjet prints are acceptable.

Line art must be strictly black and white, containing no grays. For line-art, laser prints are acceptable as long as the lines and type are crisp, not jagged.

Color: For images to be printed as 4-color art, please submit 8 x 10" high-resolution prints. 4 x 5" color transparencies are also acceptable, as are 35mm slides, provided they are of standard size and not cut from original strip. Final color outcome is a product of the media scanned. If the submitted media (hard copy) does not match the original image (i.e. a color transparency of a painting), then the final printed version will not match it either.

All hard copies should be free of dirt, tape residue, etc. and be clearly labeled. A list of all hard copy items matching the labeling must accompany the prints. Label all images by author + number (i.e., Jones02) and maximum 10 characters. (Do not use the same name for different files, even if the image is the same)

IMPORTANT:

- 1) The required resolution (dpi) and dimensions of digital artwork should be set at the initial scanning stage. After scanning, digital artwork should not be increased by manipulating, either resolution or height/width dimensions (i.e., 150 dpi changed to 300 dpi, or 2" changed to 8") as this will cause result in loss of quality.
- 2) Artwork taken from the web is never acceptable, as it is low resolution (usually 72 dpi).
- 3) Art is not to be altered (cropped, "Photoshopped," etc.) without the written permission of the artist or granting authority. The Editorial and Production department needs a written and signed copy of any such permission.
- 4) We require that all electronic image files be saved in TIFF format as soon as possible after scanning.
- 5) Electronic files should be supplied on CD (preferred) with a short, legible name of 10-characters or less. (Example: DISK 01, etc.) Do not separate images into folders—supply only the images.
- 6) If you are creating a map or figure, or adding type to an image, please call us first.

(These specs current © 12/10/14)