The Kent State University Press

ILLUSTRATION SUBMISSION GUIDELINES FOR AUTHORS

The author must provide all artwork (maps, photographs, line art) in camera-ready or print-ready form. Design and production will not proceed without all art and accompanying permissions.

GENERAL GUIDELINES

There are a number of factors to consider when attempting to reproduce high-quality illustrations in a printed book. The quality of the original illustration is first and foremost, but we must also consider the scanning resolution, the paper the book will be printed on, and the printing press that will be used. Failure to consider any of these factors can lead to problems when the book is printed.

Artwork should be prepared at the same size it will appear when printed. Our standard book trim size is 6 x 9", which means the image area will measure 4¼" x 6⅞". Consult with the Press's production department for exact dimensions for specific projects.

Photographs

For photographs, submit 300 dpi grayscale TIFF (.tif) files at full size: at least 5 x 7" or 1500 x 1200 pixels. Do not embed images in your electronic manuscript file; instead submit them as separate e-files with placement indicated in the text: [Figure 1 here]. Use a naming convention that matches your illustration numbering and send a hard copy of any illustrations. Avoid file compression.

When supplying photographic prints, the Press prefers that you provide original 8 x 10" black & white glossy prints with a ¼" white border. Snapshots are generally acceptable, but will be subject to review by the production manager. Photographs of previously printed materials are not recommended unless there is no alternative. Slides and transparencies are also acceptable, but do not send negatives. If possible, avoid submitting colored photographs, slides, or transparencies for images that will reproduce in black and white; translation to black and white often results in significant loss of image fidelity. Indicate any cropping recommendations on a photocopy of the photograph or on a separate sheet of paper; do not mark the photograph or attach anything to the front of the photograph (tape, post-its, etc.). Do not write directly on the backs of photographs; instead, use a post-it or write on paper and then attach to the back of the photograph with tape. Color positive transparencies should be provided for color illustrations; 35 mm color slides are acceptable, though larger sizes are preferred.

Digital Cameras: Most consumer-grade digital cameras produce photos (digital JPEG files) that are too low in resolution for publication purposes. There are exceptions to this rule, but we will not accept files from digital cameras without a review.

Line Art

Line art consists of black-on-white illustrations containing no shades of gray or tonal variation. Maps, charts, graphs, and diagrams fall into this category. If supplying digital art, it must be scanned at 1200 dpi as close as possible to the final size that will be reproduced in the book and saved as an EPS file. Submit clean black-on-white artwork as close as possible to the final size that will be reproduced in the book. Shaded areas on maps and charts should, ideally, be represented by fill patterns instead of screen tints (shades of gray). Screened areas have a tendency to fill in when printed and adjoining areas of different screen values can become indistinguishable. Avoid file compression. Use a naming convention that matches your illustration numbering. A printout of the file must accompany the EPS file. JPG files are unacceptable.

If original line artwork is provided, it should be rendered in india ink on illustration board and protected with tracing paper.

Computer-generated line illustrations should be prepared using vector-based illustration software such as Adobe Illustrator. Illustrations should be created as close as possible to the final size that will be reproduced in the book. Line weights should be at least .5 pt in order to reproduce at high resolution. Do not use built-in hairline rules. If a line reverses to white, its weight should be at least 1 pt. Do not use colors in graphics files that will be printed in black and white. If screen tints must be used, they should be created as percent screens of black with at least 20% difference between screens—maximum of 4 screen values within a single illustration. Do not use screen values of less than 10% or greater than 70%. Any type within art (e.g., on maps) must be large enough to be legible when printed. In general, do not use type smaller than 7 or 8 pt. Use a minimum number of PostScript fonts (no TrueType fonts) and include all necessary font files. Include both screen and printer fonts on your disk. Save as EPS files and provide a labeled printout of the file. Avoid file compression. For art files prepared on the Windows platform, submit a sample file to the Press for testing.

PERMISSIONS

Artwork reproduced or adapted from any source may require permission for use. *Authors are responsible for obtaining written permission and paying related fees for the use of such material.*

DUSTJACKET / PAPER COVER / BINDING

The Press will determine jacket, cover, and binding design. However, we welcome your advance input.

QUESTIONS / CONCERNS

Don't hesitate to contact the Design and Production Department with questions. If problems are addressed and solved early, the publishing process will run more smoothly and be more enjoyable for all.

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