

ILLUSTRATION GUIDELINES

Please do not create or input graphics into a Word document, PowerPoint, or a spreadsheet program such as Excel. Images received in these formats are not useable. Instead, convert them to high resolution PDF.

Color and black and white original photos: High resolution JPG or TIF files (350 dpi at 8x10 inches)

All drawings, figures, graphs, maps, etc. should be submitted as either:

1. Original application files, layered not flattened (Photoshop, Adobe Illustrator)
2. High resolution PDFs
3. High resolution laser printouts (that we will try to scan here, no guarantees)
4. Creating computer generated charts, maps, graphs, figures:
 - Photoshop (PSD) or Adobe Illustrator (AI) files or high resolution PDFs. If submitting AI files, please provide Fonts used.
 - All rules and lines 0.25 pt. or greater
 - For all black rules choose “100% black” or a tint of “100% black”
 - Save as EPS file and choose “embed fonts” or save as PDF
 - Do not include captions or headings. Submit all captions and headings in a separate Word document. Each caption should also have the illustration file name so that we can correctly match up captions and illustrations.
5. Scans from already printed b&w drawings, graphs, etc.
 - Original must be clean and high quality; no photocopies or pixilated, fuzzy, or otherwise bad quality images - these will not improve with scanning, no matter how high the resolution.
 - 1200 dpi, save as high resolution (quality level 12) JPG files

LABEL each illustration file beginning with a number that corresponds to the figure location within the chapter and includes a concise identifying word or two (SHOULD MATCH ILLUSTRATIONS SUBMITTED WITH AUTHOR’S CHECKLIST).

Send **samples** of photos, drawings, figures, or graphs to check print quality.