

As many authors include illustrations (i.e. graphs, charts, photos, and tables) in their volumes, SUNY Press is pleased to provide the following guidelines for proper formatting. It is strongly recommended that all authors who intend to include art in their volumes read this document carefully, so as to avoid complications in the production process. You are also required to complete our **Illustrations Checklist** prior to submitting your manuscript. If you have any questions about these guidelines, please contact your acquisitions editor.

## GENERAL REQUIREMENTS

- **All images, tables, and figures** must be submitted as separate, individual files.
- **Callouts** such as **[FIG 2.1 here]** should be used in the manuscript to indicate where illustrations should be set. The compositor will use this as a guide to ensure proper placement. Digital art files should **NOT** be embedded in the manuscript.
- **Name your files** according to our naming convention. Files should be named as author last name\_illustration type (fig., table, map, etc.)\_image number. For example, "Smith\_Fig\_4.2" clearly indicates that this is figure 2 within chapter 4. Use underscores, not spaces, between elements in the file name.
- **Image size** is important to consider when submitting illustrations. A typical SUNY Press book is 6" x 9" with an estimated text area of roughly 4 ½" x 7 ½". Please keep this size in mind when planning art and be aware that larger items will be scaled down. Note that text in charts and figures that are scaled down in size will be correspondingly smaller.

## IMAGES (Photographs, paintings, etc.)

- **TIFF Format** is recommended for all images. JPEG or JPG files are acceptable, but some resolution may be lost each time the file is saved; we recommend that you submit the original file, if possible, and, if not, keep saving to a minimum. File formats that are **NOT** acceptable include, but are not limited to: GIF, PSD, PNG, or BMP.
- **Images may be submitted as either color or grayscale, but...** bear in mind that the images will be grayscale halftone in the text.
- **Resolution** must be no less than 300 ppi (pixels per inch, also called "dpi" or dots per inch) at the size the image will appear in the book. Art must be no less than 3 inches square and at a resolution of no less than 300 ppi. A 300 ppi image that measures 1 inch square can only be printed at the 1 inch square size. Enlargement will cause resolution loss and result in an unprintable image. If you have very small images that you wish to be larger in your book, scan the images at 600 or 1200 ppi. This is the only way to enlarge the image area without causing resolution loss. A 1" x 1"

image scanned at 300 ppi will give you a 1" x 1" image. Scanning that same image at 600 ppi will roughly double that.

- **Photos taken with digital cameras**

are not always high resolution. Check your camera settings before taking photos, as even the simplest of digital cameras should have different settings for low and high resolution (sometimes noted as smaller or larger images). It is important that the camera be set properly before you take pictures for submission. It is best to consult your owner's manual for how to correctly set up your digital camera to take high-resolution images. Check the resolution of pictures you have taken before submission.

- **Line Drawings**

(sketches with no gray tones) should be submitted at no less than 1200 ppi resolution if the image is a simple black and white scan. This is to ensure no pixelation (such as the "staircasing" effect on an angled line) when the image is reproduced.

- **Captions and credit lines**

should be submitted in a separate document. Clearly indicate which figure corresponds to each caption.

## CHARTS AND GRAPHS

- **.EPS format**

is required for charts and graphs. Files should be created in Illustrator, CorelDraw, or another computer drawing program and saved as .EPS files. SUNY Press realizes that some authors may not have access to, or proficiency in, such programs. If an author cannot create the illustration in these programs, it is strongly recommended that the author enlist the services of a graphics professional to produce the charts and graphs in the proper format. Do not submit Word, Excel, or PowerPoint files.

- **Do not use colors.**

Your charts and graphs will be reproduced as black and white halftones. Use shades of gray or simple graphic patterns to distinguish between different areas within a figure (e.g. the different bars of a bar graph). Lines within charts and graphs should be 100% black.

- **Text**

should be a simple, legible, sans serif font such as Helvetica. Use capital letters for emphasis, rather than italics or boldface.

- **Style and elements**

should be consistent with other figures in your book. This includes typeface, borders, shading, etc.

- **Figure number, title, and caption**

should be beneath the figure, **NOT** set within the figure itself.

- **Simplicity is key.**

A clear, concise graph or chart both clarifies the author's point succinctly and improves readability for the end-user.

## MAPS

Composition of maps for use in your volume can be an involved and complicated task. If an author needs to create a map for his or her volume, it is strongly suggested that they employ the services of a professional cartographer. SUNY Press can suggest an appropriate cartographer if necessary.

## **TABLES**

For tables, Word format is acceptable, but please do **NOT** embed the tables within the manuscript. As with your other illustrations, they should be submitted in separate, individual files.

## **HARDCOPIES OF ART**

If it is **absolutely impossible** for an author to submit art in a digital format, SUNY Press is willing to accept art in hardcopy format. Keep in mind that although great care is taken with original materials, the possibility of lost or damaged materials remains.

SUNY Press can accept 8" x 10" black and white glossy prints or sharp black and white line drawings. Please include with each illustration only what you want printed. Write the number and title of the illustration on the back and submit the art captions in a separate captions document.

Items that are discouraged for submission in hardcopy format include scans of previously printed black and white halftone illustrations (these images retain the half-tone pattern of the first printing and do not reproduce well). We also discourage slides and transparencies as they must be professionally scanned. Authors will be charged the resultant fees for such scanning (approximately \$25.00 per scan). Photocopies of art, from original photographs or printed material, are absolutely unacceptable.