

## ILLUSTRATIONS

*Please contact Managing Editor Kelly Chrisman Jacques at [kjchrism@ku.edu](mailto:kjchrism@ku.edu) or Production Editor Larisa Martin at [lmartin@ku.edu](mailto:lmartin@ku.edu) if you need additional assistance while preparing your illustrations.*

### GENERAL

Submit all illustrations, the accompanying art list, and permissions documentation with the manuscript.

All illustrations should be numbered in order of appearance. For artwork such as figures that will be numbered in the printed book, use the double-numbering system (Fig. 1.1, Fig. 1.2, Fig. 2.1, etc.). Photographs, which except in the case of art books will appear unnumbered in the printed book, must still be numbered for identification but the numbering should be consecutive throughout the manuscript (Photo 1, Photo 2, etc.).

Indicate in the electronic file of the text the approximate placement of each illustration (“<Fig. 1.1 about here>”) on a line by itself between paragraphs. NEVER include the actual art in the text files.

Type captions for all the art in a separate file. Number each caption to correspond with the illustration it describes. Be sure to include in the captions any credit lines required by the copyright holder.

Digital files may be provided via Dropbox, flash drives, CDs, or DVDs. Please list the contents on the label. Name the files in an easily recognizable fashion (Photo 1, Photo 2, Fig. 1.1, etc.); do not retain file names consisting of archive numbers or other identifiers that do not relate to your manuscript.

### PREPARING ART

Illustrations may be submitted as digital art or as hard copies. For production purposes, illustrations are categorized as either halftones or line art. Halftones are made from photographs, transparencies, or slides. Line drawings, charts, and graphs made of lines or screens composed of small dots are considered line art.

Illustrations must meet the Press’s guidelines listed below. Please see the AUPresses’ “Digital Art Submission Guidelines” at our website (<https://kansaspres.ku.edu/resources/submission-guidelines>) for additional information. You may also contact the Press for preliminary evaluations.

## HALFTONES

### Black and White Photographic Prints

Prints should be at least 5" x 7". Glossy finish is preferable, matte finish acceptable.

Number all images on the reverse side. Do not use sharp pencils or pens to write on the backs of photos. Instead, use a soft grease pencil, felt-tip pen, or affix labels. Ensure that ink is dry before stacking illustrations, and insert a sheet of paper between prints to prevent ink from transferring.

Do not submit prints made from digital files to be scanned.

### Black and White Photographic Scans

If you have prints, please submit those. If you are submitting scans, please use a dedicated, high-quality scanner (printer/scanner combos often yield inferior scans) and follow these guidelines:

Resolution: Scans should be 300 ppi (pixels per inch), but no larger than 400 ppi, at an image width of 5 inches.

Lower-resolution scans to which resolution has been artificially added are not acceptable; do not resample your images. **Most images downloaded from the web are low-resolution images unsuitable for printing.**

Format: Scans must be grayscale (8-bit). Please scan and save art in the .TIF format. JPEG format may be acceptable; however, because JPEGs are highly compressed files, each time the file is opened and saved, the quality of the image is reduced. When requesting art from a library, museum, or photo agency, request .TIF format.

When possible, avoid submitting scans of previously printed halftones from books, magazines, and newspapers. These types of images may be acceptable only if they are “descreened” during scanning; otherwise a moiré pattern will result. While descreening will reduce the moiré effect, it will also soften and blur the image.

Slides should be scanned at 500 percent of original size at 300 ppi and saved as .TIF files.

### Digital Photography

Images from digital cameras are acceptable if they are taken with a 4 megapixel or greater camera, then saved as .TIF files. Do not reduce the file size of your photos. Please consult the Press if you need help evaluating the resolution and adequacy of your digital photography.

## LINES ART: CHARTS, GRAPHS, AND MAPS

Line art should be created by a professional graphic artist using a vector-based illustration program, preferably Adobe Illustrator; Freehand and Corel Draw are also acceptable. Programs such as Microsoft Word, Excel, PowerPoint, and the like do not produce usable electronic artwork (high-quality [600 dpi] laser output from these programs *may* be usable; consult your

acquisitions editor). Bear in mind that editorial changes to the art may be needed during the production process.

Illustrations should be created so they are as close as possible to the desired final size; for a standard scholarly book, 5" x 8" would be the maximum image size. Plan so that if it is necessary to reduce the image, line widths will appear uniform and details within the image (such as typographic labels) will be legible.

Any typographic labels within the line art must be no smaller than 6 pt after reduction. Sans serif faces (e.g., Helvetica) are preferred. All lines within the figure must be .5 pt to 1 pt in weight after reduction. If a line reverses to white, line weight should be at least 1 pt. Never use "hairline" weight as a line width option.

Graded screens are preferable to contrasting fill patterns (hatching or stippling). For graded screens, allow no more than three steps in gradation, with a minimum of 20 percent between steps. Use only blacks and grays.

TIFF and EPS are the preferred file formats. For EPS files, include all fonts used on the graphic even if they are embedded in the file. Do not provide PICT, Paint, GIF, or JPEG files.

Provide the following information about each file submitted: filename, platform used to create it (PC or Macintosh), and the name and version of the software used to create the file.

Use Adobe PostScript Type 1 fonts only. *Do not use True Type fonts.*

If you are scanning existing line art, resolution should be 1200 ppi.