

## IMAGE SUBMISSION GUIDELINES FOR AUTHORS

These guidelines are written to provide assistance to authors publishing books with the University of New Mexico Press. Illustrators and photographers providing cover art should refer to the “IMAGE SUBMISSION GUIDELINES FOR ARTISTS AND PHOTOGRAPHERS” on the UNM Press website:

Images for reproduction in books may be submitted in any of these formats: digital scans, digital images, black & white (b/w) or color photographic prints, 35mm slides, or large-format photographic transparencies. In the case of cover art, we also accept original artwork. So that the University of New Mexico Press can reproduce your images at a high quality, please use the following guidelines. Check with your editor if you are unsure of your book’s trim size or binding or have questions regarding your images.

When deciding upon a selection of images to accompany your manuscript, consider the quality of each image and how well it will reproduce in print. A low quality or incorrectly sized submission, whether a digital image or photographic print, will reproduce poorly in print, and may prove unsuitable for use. If you plan on submitting digital scans or images, it is advisable to submit two or three preliminary samples at an early stage; our production staff will be happy to check your files for suitability. For authors who are new to scanning or have no access to professional scanning equipment, UNM Press recommends you provide professional-quality photographic prints rather than digital scans.

**As a general rule, UNM Press prefers that authors submit illustrations as photographic prints rather than digital files.**

### Book trim size

The following specifications will suit a book trim size up to 6.5" x 9.5." If your book is larger than 6.5" x 9.5," or features color images, consult with your editor for specific submission requirements.

### Size and resolution for b/w digital scans and digital images

With the exception of professional photographers and scanning service bureaux, please submit scanned images as ‘raw’ scans—ie, do not adjust them for blemishes, spots and scratches, brightness, sharpness, contrast, or tone. ‘Final’ scans will be prepared by the production staff at UNM Press in accordance with our printer’s specifications. In the case of historical images where blemishes and marks are to be preserved as an integral part of the image, minimal ‘clean-up’ work will be done by our production staff unless specified by the author.

It is critical that digital scans and images are submitted at an adequate image size with a corresponding resolution. What looks good on screen does not necessarily equate to high quality print reproduction on paper. Scanned images should be prepared as follows:

**What if I need my image cropped?**

*If an image is to be cropped to show only a portion of the image, scan the entire image (where practical) with sufficient enlargement so that the cropped area at its widest or highest measures 6" wide or 9" high. Indicate cropping requirements on a photocopy or printout of the image. Never draw on or cut an original image to indicate final cropping.*

**Check your file size!**

*Once you have scanned and saved your first few images, go back and check the file sizes. If any of your files are under or around one megabyte (1 mb) in size, chances are something is wrong. The enlargement factor may have been set too small, or the resolution set too low. If you follow these guidelines correctly your digital files will be large: grayscale images may range from 4–25 mb; color images may be even larger.*

**Scanning photographs, b/w, horizontal-format**

Select 'grayscale' mode. Scan at a sufficient enlargement percentage so that the image area (excluding any border outside the image area) measures 6" wide. With a horizontal-format image, the width rather than the height is the important measure. Set the resolution to 600 dpi/ppi (dots per inch/pixels per inch).

**Scanning photographs, b/w, vertical-format**

Select 'grayscale' mode. Scan at a sufficient enlargement so that the image area (excluding any border outside the image area) measures 9" high. With a vertical-format image, the height rather than the width is the important measure. Set the resolution to 600 dpi/ppi (dots per inch/pixels per inch). Some photographs may be square in format, in which case enlarging them to meet a 9" page height will render them too wide for the page. If this is the case, enlarge them to fit the width of the page.

**Scanning photographs, color**

Select 'RGB' mode. Scan at a size and resolution described above. The production staff will convert the raw RGB scan to grayscale mode.

**Scanning photographs from printed publications**

Images printed in books and publications are made up of a pattern of tiny dots set at a pre-determined angle. Scanning printed images may result in the formation of an undesirable 'moire' dot pattern (a clash of overlaying dot patterns). A moire pattern may not be readily visible on screen. We recommend that authors avoid scanning printed images, or have printed images scanned professionally. If the moire pattern is minimal, the production staff can make adjustments to improve the image; however, the adjustment may result in a decrease in overall sharpness and a deterioration of reproduction quality.

**Scanning b/w line art (bitmap files)**

This includes maps, graphs, and illustrations consisting of only black lines on a white background, or white lines on a black background. The art may include areas of solid black or solid white but no continuous tone (shaded 'gray' areas), along with type or hand-lettering. If the art contains continuous tone, treat it as a grayscale photograph, even if it includes type or hand-lettering. If in doubt, treat it as grayscale.

To scan: select 'bitmap' or 'document' mode. Whether horizontal or vertical in format, scan at a sufficient enlargement so that the image area (excluding any border outside the image area) is 10" at its widest or highest measurement. Set the resolution to a minimum of 1200 dpi/ppi (dots per inch/pixels per inch).

**Digital images other than scans**

UNM Press uses a Macintosh platform and supports Adobe Photoshop and Adobe Illustrator. If you are constructing a digital graphic (map, illustration, graph), we prefer you supply the image to us in either of these programs, using the sizing and resolution

guidelines described earlier. Graphs may also be provided as Microsoft Excel files. If your digital image is constructed in layers, provide two versions: a 'working' version with the layers preserved, and a 'final' version with all layers flattened or merged.

### *Tables consisting of text*

So that the book's designer can reformat text tables in a typeface and style complementing the overall page design, tables should be supplied as an MS Word or Excel file rather than a digital scan. This also enables us to make changes or corrections at 1st proofs stage. It is important that you include a printed copy of your formatted table as a visual reference for the editor and designer. Delete any extraneous tabs in your submitted word file. A single tab should separate text between adjacent columns. Insert a single line break at the end of each right-hand column of text

## **Formats for digital scans and digital images**

We accept the following electronic formats: EPS, TIFF, JPEG. Save JPEGs as "highest quality/largest size." Digital images that follow these guidelines will be large files and should be provided on CD. We do not accept floppy disks. Clearly label each CD, and always keep a digital copy of the original file while your book is in production.

## **Non-digital image submissions**

### *Photographic prints*

Images may be supplied as professional-quality b/w or color photographic prints, with a matte or gloss finish. Prints should be sized at a minimum of 5" x 7," preferably 8" x 10" or 10" x 12" for best results. The platen of our flat-bed scanner supports a maximum image size of 11"x 14." We understand that some photographic prints, taken from family albums or historical collections, may be smaller than 5" x 7". Our production staff can still work from these small originals.

### *35mm slides or large-format transparencies*

Images may be supplied as professional-quality 35mm slides or large format transparencies (2" x 3" or 4" x 5").

### *Original art larger than 11" x 14" to be reproduced inside the book*

Unless previously arranged with your editor, original art (paintings, illustrations, maps) that is to be reproduced inside the book should be photographed or scanned professionally, and supplied as 35mm slides, large-format transparencies, or digital scans.

## Labelling, inventory, and return of images

Identify and number each image clearly. Do not mark the back of photographic prints or original artwork, as this can damage the surface of the image or show through in the scanning. Attach an identification tag to the image, and submit a corresponding list of captions, photograph and illustration credits, and permissions.

Images that are keyed to run in with text should be identified by kind (figure, map, table, graph) and numbered sequentially. For example, images in a single author volume should be labelled: fig. 1, fig. 2; map 1; map 2; table 1; table 2. Images in an edited volume should be numbered sequentially by chapter: fig. 1.1, fig. 1.2, fig. 2.1, fig. 2.2; map 1.1, map 1.2, map 2.1, map 2.2.

It is important to include a print-out or photocopy of all digital images, indicating the format and location of the digital file. *ie, fig. 10 supplied as a TIFF on CD 2.*

On submission of your images, editorial staff at UNM Press will make a full inventory of images received. They will be stored carefully at UNM Press throughout the production process. Once your book is printed, CDs, photographic prints, slides, transparencies, and original art will be returned. This process coincides with 'closing-out' the book and may take several months after the book is printed. If you need your images returned by a certain date, please let your editor know at time of submission.

### *Author photographs*

Consult with your editor if you wish to submit an author photograph for placement on the dustjacket flap, or inside the book. Author photographs should be current, professional quality, and submitted as either a digital scan (RGB, CMYK, or Grayscale), a 5" x 7" photographic print, 35mm slide, or large-format transparency. Digital scans should be sized around 5" wide or 7" high and set at a resolution of 600 dpi/ppi.