FOR AUTHORS

Preparing Artwork for Publication

1. All illustrations should be submitted in electronic form with the final manuscript. Do not embed any illustrations in the text. Label all electronic files with illustration number and author's name; use consistent filenaming conventions (e.g., Grant–Fig. 1). Original artwork may be of the following types:

   - *Linework* consists of only black lines or solid blocks of black with no gradations of gray.
   - *Vector* artwork is created in a drawing program like Adobe Illustrator and is similar to linework, but can have screens/shading.
   - *Black and white* artwork consists of shades of gray and is reproduced as a halftone (photographs, paintings, shaded drawings).
   - *Color* artwork contains continuous gradations of color (and should only be included if a color publication has been agreed with the Penn Museum).

2. Illustrations should be saved in either of 2 formats: TIFF or EPS.

   TIFF should be used for linework, black and white, or color art. Please do not use LZW compression if it is given as an option when saving your file.

   EPS should be used for linework and vector art.

   PDFs and original JPEGs will be accepted if they are high-resolution. For PDFs, convert any text to outlines.

3. *Linework*: scan at 1200 dpi, sized no larger than 6.75″ x 8.5″. Save as a bitmapped TIFF file.

   Vector: produce in Adobe Illustrator. Set type to appear between 8 and 11 pt. at the appropriate print size. <u>Omit the main title from the artwork</u> (put it in the caption). Save in EPS format with fonts embedded. It is preferable if fonts and applications files, in addition to the EPS file, are submitted to allow changes if necessary.

   Black and white (halftones): scan at 300 dpi, sized no larger than 6.75″ x 8.5″, and save as a grayscale TIFF file.

   Color: send digital files if you have them. If not, we recommend that you have a professional do any color scanning. Images should be scanned at 300 dpi, sized no larger than 6.75″ x 8.5″, and saved in CMYK mode. ➡Scan slides at about 2400 dpi; once converted to 300 dpi they will be of printable size.

4. Do not use hairline rules; they disappear when sent to a high-end imagesetter. Set the rule size to 0.5 point minimum. Do not scan printed materials (e.g., a magazine) unless you know how to descreen or moiré patterns will appear in the image.

5. Printouts of all illustrations (images, graphs, maps, tables) should be gathered together in a separate folder. Label each sheet with the figure number, note any cropping instructions. Check with us about the size your book will be (6″ x 9″, 7″ x 10″, 8½″ x 11″) and indicate the approximate size at which you would like each illustration to appear (full page, half page, quarter page).