

MSU PRESS ART SUBMISSION GUIDELINES

Art is defined as: photographs, maps, graphs, tables, drawings, or other images

Gallery v. Placed Art

- A gallery (or signature) is a gathered selection of art inserted near the middle of the book
- Placed art is scattered in specific locations in the text

If you would like to have art included in your book, you need to have it approved by the acquiring editor prior to final manuscript submission

All art must:

- be assigned a unique identifier (usually the type of art and a number that reflects the order in which it will appear in the manuscript, so map 1, map 2, etc. and figure 1, figure 2, etc.) to clearly identify it in the file name and the captions list (as well as in the callout in the text if the art is placed)
- be accompanied by a caption and credit, provided in a separate Word file (though table titles and credit lines should be included with the table rather than in this separate file)
- be accompanied by written permission to reproduce the art: electronic or hard copy are acceptable (templates are available from your acquiring editor)

Placed art: the approximate location for the image should be called out in the text with carets, e.g. <figure 1> where “figure 1” also is the unique identifier

Scanning and E-File Preparation

- All images scanned with black, white, and shades of grey must be scanned at 600dpi (dots per inch) at a minimum of 8 inches in size
- All images scanned without shading must be scanned at 2400dpi at a minimum of 8 inches in size
- All electronic photos must be saved as either a tiff or eps file; jpeg images must be converted to a tiff or eps
- Maps, charts, and graphs created for the book must be submitted as Adobe Illustrator files; do not submit charts and graphs generated in Microsoft Excel or Corel Draw
- Do not paste art files into other program files (such as Word)
- Tables should be called out in the main text using carets (e.g. <Table 1> where “Table 1” also is the unique identifier) and saved each in an individual Word file
- If you and the acquiring editor determine that a graphic needs to be redrawn, you will need to submit the complete data set along with a hardcopy or scan of how you would like the graph to appear

Please understand that failure to comply with these requirements may delay production of your book or result in the omission of the images.