Art and Permissions Guidelines
American Literature

Organizing artwork for your manuscript may seem like a daunting task, but the following guidelines will walk you through our art submission process. Whether you have a large set of complex images or only a few photographs, following these instructions will help us avoid potential delays in starting the production process and maximize the quality of all the images in your article, both in print and digital form. If you have any questions throughout this process, please do not hesitate to contact your journal's editorial office.

GENERAL GUIDELINES

1. **Please submit artwork as early as possible for review.** The earlier we have your artwork, the more time we will have to identify and resolve potential quality or permissions issues before your manuscript is ready for production.

2. **Do not include any images in your manuscript file.** Instead, please submit each figure in a separate file, and name the files with your last name and figure number (e.g., SmithFIG1.eps). Please list the figure captions at the end of the manuscript file and include an in-text placement note for each figure in your manuscript at the end of the paragraph where you want it to appear (e.g., <Figure 1 about here>).

3. **Original tables (i.e., those created by you) are not considered art.** Please submit original tables in separate text files when you submit the manuscript. Original tables should be editable and not pasted into a Word file as a picture.

4. **Please avoid scanning images from previously printed materials.** Instead, locate the original source, seek permission to reproduce the image using the language provided by Duke University Press (see below), and request a high-resolution file of the image from the rights holder. If a rights holder cannot be determined, or if the artwork appears to be in the public domain, contact your journal's editorial office.

5. **Do not submit images from the Internet.** Even if these images look fine on your computer screen, the quality is likely to be too low for print publication.

6. **Do not resave or adjust images from museums or stock houses.** Although we prefer TIFF files for photographs and other halftone art, some images may be provided to you as high-quality JPEGs. These files are often sufficient, so please submit them as they are provided.

7. **Submit charts, graphs, diagrams, and maps as EPS or PDF files.** Always submit the **original source file** as well. For instance, if you have created a chart in Excel, you will send two files: (1) the chart saved as an EPS (.eps) *or* PDF (.pdf) file and (2) the original Excel (.xls) file.

Getting Started

Helpful Terms

The **resolution** of a digital image is an important factor in determining the best possible print quality. The resolution is measured by the number of **dots per inch (dpi)**, and we require that all digital art files be between 300 and 900 dpi. You should be able to check these dimensions under the file properties on your computer.

Please note that the image must have the desired resolution **at the size at which you want it to appear in your essay**. Resolution degrades when an image is enlarged. If you need help determining whether your image will have the resolution you want at the size you want, send the image file to the managing editor (am-lit@duke.edu). He or she will then request a mock-up from production for your review.

When you save a file using a particular program, the program will usually prompt you to save in that program's proprietary file format, which is often only recognized by that particular program. For instance, when you save a document in Microsoft Word, the save dialog window usually preselects the .doc or .docx file type. This is the **original (or native) source file type** for Word. In this example, you could also use the Save As button and select **PDF (portable document format)** as the file type. This file would then be viewable in any program that can read PDF files, such as Adobe Acrobat.

EPS is a file extension for a graphics file format used in vector-based images in Adobe Illustrator. **EPS** stands for Encapsulated PostScript. An EPS file can contain text as well as graphics.

Vector-based images (or **vector graphics**), unlike the JPEGs, GIFs, and bitmap images one often sees on the Internet, are not **rasterized** (i.e., made up of a specific number of dots). **Vector graphics** can be scaled to a larger size and not lose any image quality. If you blow up a **raster graphic**, however, it will look blocky, or "pixelated." When you enlarge a vector image, the edges of each object within the graphic stay smooth and clean. This is why vector-based images are preferable for line art, such as charts, graphs, and maps.

Original Art

Please make sure images are scanned on a professional quality scanner in color (RGB mode) at a minimum of 300 dpi (contact your editorial office for height and width specifications, as print dimensions differ from journal to journal). Save all scans as TIFF files and relay any cropping or placement instructions to the managing editor (am-lit@duke.edu).

Please note that you should avoid scanning individual images from previously printed materials. For example, scanning a photograph from a previously published book will significantly compromise the reproduction quality. Instead, you should locate the original source, seek permission to reproduce the image, and request a high-quality version of the image. See the

permissions section below for further information about obtaining license to reuse a published image.

Art File Requirements

DIGITAL ART
All images should be at least 300 dpi at the size at which you want them to appear. Consult your journal's editorial office for specific size specifications. We prefer all images in TIFF format but will accept high-resolution JPEGs. Do not submit any BMP, GIF, PNG, PICT, or PDF art files. Do not try to enlarge a low-quality image by changing the resolution or size. If you are taking photos with a digital camera, please make sure your device is set to capture the highest quality image (this would also be the largest file size option) and turn off any date and time stamps. Please only submit original, unaltered digital files.

Resources for Finding Digital Art

GETTY IMAGES (gettyimages.com) and CORBIS IMAGES (corbis.com) are expansive stock photography agencies with royalty-free pricing. The Press has special licensing agreements with both agencies. Check with your journal's editorial office for more details.

CREATIVE COMMONS (CC) licenses allow artists to specify how the public may share and use a variety of creative works. This might include the right to distribute the copyrighted work worldwide, without changes, at no charge. While you should always verify the terms of a work under a CC license, the organization provides a helpful interface, search.creativecommons.org, to search for content across various sources.

Please note that the only CC licenses deemed adequate in themselves are CC BY and CC BY-SA. In the case of other CC licenses, other explicit permission may be needed.

SCREEN GRABS
Film and television screen grabs should be at least 300 dpi. Consult your journal's editorial office for specific size dimensions. It is difficult to capture stills that will reproduce well in print, so we recommend using professional software, such as Final Cut, Capture Me, or DVD Snap.

Please remember that screen grabs with good contrast and easily recognizable subject matter will work best.

Example 1: Not acceptable   Example 2: Good quality

Example 2 shows how images in focus with good contrast and distinct subjects will convey best in print. (Both images available for use under CC0 1.0 Public Domain Dedication.) Remember that interior images are also typically printed in black and white, so color variations may not always make an image more recognizable.

FILE NAMING

Include your surname and figure number in the figure file name. Figures are numbered in the order in which they appear in the manuscript. Therefore, the third figure to appear in an essay submitted by Sarah Smith would be labeled "SmithFigure3."

To help ensure that figure files stay with the appropriate manuscript files, please be consistent in how you label files for all elements related to your manuscript. For instance, in the above example, the manuscript file would be labeled "SmithEssay."

Note: For authors with hyphenated last names, use the first initial of the first surname and full second surname, with no separators (e.g., an essay by Roger Julham-Smith would be labeled JSmithEssay).

SUBMITTING ARTWORK

HOW TO SUBMIT YOUR FILES

Please do not send large art files as email attachments. Once you've organized your art for the article, please submit artwork using Dropbox, Google Drive, or Box.net.

These are free platforms with plenty of online file storage; individual folders may be shared directly with your editorial office contact for convenient access.

PERMISSIONS

Your journal's editorial office is interested in helping you seek and secure permission for all copyrighted material in your article before it goes to print. By signing DUP's Publication Agreement, you confirm that "the article contains no matter which can be construed as . . . infringing in any way the copyright of any other party, and that he or she will defend, indemnify, and hold harmless the Publisher against all suits and proceedings . . . that may be taken on the ground that the work is in violation of the laws in any such area."

For all images and significant text excerpts, you are therefore responsible for

- Providing proof of permission to reproduce copyrighted material (emails, invoices accompanied by terms).
- Explicitly stating an argument for "fair use" or for the material being in the "public domain," and accounting for international differences in these doctrines.
- Asserting that the material is the original work of the author.

Please note that if you determine you need permission to use an image or excerpt, you will need to request the following terms:

"nonexclusive print and electronic rights, regardless of the media, regardless of the territory, with no time restrictions"

If the rights holder does not agree to this exact language, **we will not be able to use the material**. Therefore it is imperative when beginning a permissions process to first make sure permission is really needed, and if you determine that it is, to begin the process of seeking it as early as possible. It can take weeks or months for permissions requests to be processed, especially with large commercial publishers.

Permission requests must be granted before an essay can be published.

Epigraphs

If you wish to use an excerpt from a work that is not in the public domain for an epigraph, permission from the rights holder is required. If the epigraph is discussed within the text, permission is not needed.

Section epigraphs are not permitted.

In-Text Excerpts

Generally speaking, permission is not required for excerpts of texts in the body of an essay. However, please exercise good judgment in selecting only the portions of text that are necessary to your argument. We discourage, for example, reprinting an entire poem, particularly one that is currently under copyright. If you feel that the entire poem is necessary

to your argument, you will need to request permission, and if permission is denied you will have to cut the excerpt down significantly to meet fair-use standards.

Resources

The following web sites offer information about fair use, public domain, and international copyright law that you may use when creating a case for fair use or public domain. Because the doctrines of fair use and public domain differ by country, it is important that your claim to use of the material is in line with the laws of the country of origin.

- For information about public domain:
  http://copyright.cornell.edu/resources/publicdomain.cfm

- For information on fair use*:
  http://fairuse.stanford.edu/Copyright_and_Fair_Use_Overview/chapter9/9-b.html#1

  *If claiming fair use, the author should not seek permission from a copyright holder, as this weakens the fair use claim.

- For information on country of origin and international copyright law:
  http://en.wikipedia.org/wiki/Universal_Copyright_Convention

At any time in the process of gathering your artwork for a submission, if have questions about whether you need to obtain permission from a rights holder, whether you can claim fair use or public domain, and how to go about either, **please contact the managing editor at am-lit@duke.edu.**