DUKE
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Art Submission Guidelines

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 book, both in print and digital form. If you have any questions throughout this process, please do not hesitate to contact your editorial associate.

GETTING STARTED

1. **Submit artwork as early as possible for review.** We want to identify and resolve any artwork issues in a timely manner to ensure your manuscript is ready for production.

2. **Digital art files should be at least 1500 pixels on the longest edge.** Please do not enlarge smaller images. If you have any concerns about the dimensions, submit the best version you have available as a starting point. Please only submit original, unaltered digital files.

3. **Charts, graphs, diagrams, and maps must be created in Adobe Illustrator.** You will likely need to hire a professional to create any line art illustrations. We encourage you to first discuss these needs with your editorial associate, who can refer you to a list of recommended cartographers and illustrators.

4. **All images should be numbered according to our file naming conventions.** Please make sure figures are double numbered by chapter and order (see Section VI). Image numbers should also match the captions list, manuscript callouts, and Art + Permissions Log.

5. **Do not embed any images in your manuscript.** Instead, please make sure to include an in-text callout for each figure in between the paragraphs where you want it to appear (e.g., <Fig 1.1 about here>).

6. **Tables and captions are not considered art.** Tables should be submitted as separate text files with the manuscript, and all art captions should be compiled together in a Microsoft Word document. Include any necessary credit lines or source notes.

I. Digital Art Requirements

All images should be at least 1500 pixels on the longest edge. Keep in mind that our standard trim size (final page size) of our books is approximately 6" wide by 9" high, so most figures are only 4-5" wide at print size. Images are often viewed on a computer screen, so it is helpful to consider the final print size and legibility of artwork in your book. Unless special color arrangements have been made, all images will appear in black and white.

You should be able to check image dimensions under the file properties on your computer. For the purpose of compiling the art for submission, please disregard the specific resolution (e.g., 72 or 300 ppi). The pixel width will be the most useful sizing measurement.

We prefer images in high-resolution TIFF or JPEG formats. Depending on the content, we may be able to accept other formats (e.g., PNG or PDF), so please make sure to submit the highest quality available.
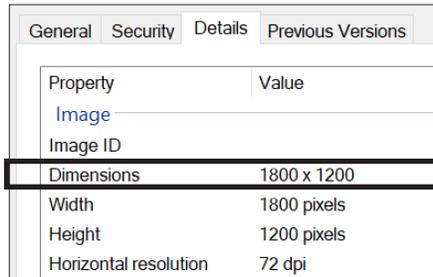
You should be able to check the image dimensions from the Properties menu under Details.

II. Screen Grabs

Film and television screen grabs should be at least 750-900 pixels wide. Please remember that screen grabs with good contrast and easily recognizable subject matter will work best in the book.

Example 1: Not acceptable

Example 2: Good quality

III. Music Notation

Music examples should be prepared in notation software, such as Finale or Sibelius, and exported as either an EPS file with all fonts embedded or a high-resolution TIFF file. Each music example should be accompanied by a PDF with all fonts embedded (this will be a visual reference during the review process).

When preparing your examples, please set the width no wider than 4.25" and no higher than 7.5". Keep in mind the legibility of the measures. Any text should be set no larger than 10 points. Please use Times New Roman as the font, and note that titles should appear in the manuscript captions, not the music files.

IV. Original Art

If any materials are only available in a hard copy format (e.g., archival photographs, slides, or magazine covers), we prefer that you send us the materials for scanning. If this is not possible, please make sure images are captured on a professional quality scanner. Contact your editorial associate if you need additional guidance.


V. Charts, Graphs, Diagrams, & Maps

The native Adobe Illustrator (.ai) file should be accompanied by a PDF with all fonts embedded (this will be a visual reference during the review process). Do not convert text to outlines; all text should be editable.

Illustrations should be vertically oriented (in portrait mode) and should be no more than 5" wide by 8" high. We do not print maps on their side. Files should also be created in CMYK color mode in percentages of black/K only; all elements should be converted to grayscale.

STYLE GUIDE

- Simple illustrations with minimal text will reproduce better
- Only use OpenType fonts, such as Avenir, Helvetica, Minion Pro, Myriad Pro, or Times New Roman
- Fonts should be no smaller than 6 points in size
- Be consistent with all labels and styling
- Graphs should include labels for both x- and y-axes
- Avoid putting black type over tints darker than 20%
- Do not use pattern fills like crosshatching or diagonal lines
- Do not use gradients, transparencies, or shadows
- All text should be in American English and consistent with any manuscript references
- Do not include titles or credit lines in the files; they should be listed in the manuscript captions
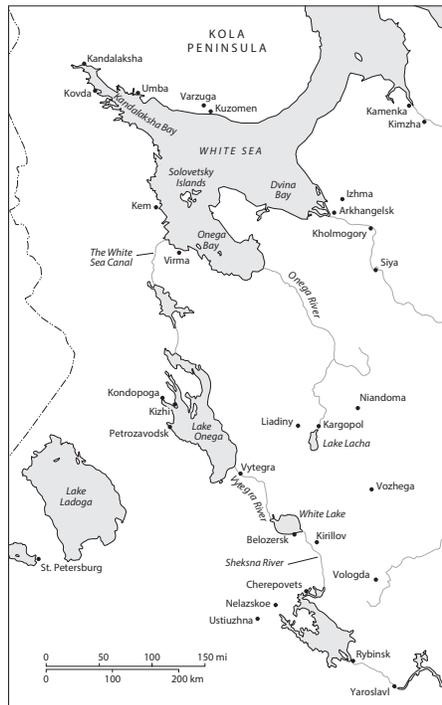
Maps and illustrations should be vertically oriented (in portrait mode) and should be no more than 5" wide by 8" high to ensure they're suited for the printed book page. We do not print maps on their side or across the gutter. All elements should be converted to grayscale, and all text should be editable; do not outline text.

VI. File Naming

TYPE OF FILE	EXAMPLES
Figures include any digital photographs and scans, screen grabs, and line illustrations (charts, graphs, and diagrams) in your book and should be double numbered by chapter and figure number.	Fig 1.01 Fig 1.02 Fig 3.01 Fig 4.01
Maps (created in Adobe Illustrator, not archival scans) should also be double numbered by chapter and map number.	Map 1.01 Map 5.01 Map 5.02
Figures in unnumbered sections (e.g. Introduction, Interlude, or Conclusion) should include an abbreviated section name and figure number.	Fig I.01 Fig I.02 Fig Inter.01 Fig C.01
Frontispiece (an image opposite the title page in the printed book) or any images you would like considered for part title pages should be labeled by their placement in the book.	Frontis PartTitle1 PartTitle2
Examples are any musical excerpts that appear in your book as EPS or TIFF files. All of these files should be double numbered by chapter and order.	Ex 1.01 Ex 4.01 Ex 5.01
Color plates (if applicable) should be numbered consecutively throughout the manuscript, not by chapter.	P01 P02 P03
Cover suggestions are not numbered with the rest of the art program but should be uniformly named.	Cover1 Cover2

VII. Submitting Your Art Program

HOW TO SUBMIT YOUR FILES

Please do not send large art files as email attachments!

Once you've organized your art program, please utilize an online file sharing service to upload your images. Box, Dropbox, and Google Drive are all free platforms with plenty of online file storage; individual folders may be shared directly with your editorial associate for convenient access.

If you'd prefer to mail us your materials, please send your files to your editorial associate on a CD, DVD, or USB flash drive. If necessary, you may also include any original art (e.g., periodicals or prints) for scanning.

While we take every possible precaution to protect your art, the Press does not accept responsibility for loss or damage to the art you have supplied. Any originals will be returned to the author once the book is in production.

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