D U K E

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.

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 artwork issues before your manuscript is ready for production.

2. **Do not embed any images in your manuscript.** Instead, please make sure to include an in-text "callout" for each figure in your manuscript at the end of the paragraph where you want it to appear (e.g., [Fig 1.1 about here]).

3. **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.

4. **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.

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

6. **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 discuss any of these needs with your editorial associate, who can refer you to a list of recommended cartographers and illustrators.

I. 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 **pixels per inch (ppi)**, and we require that all digital art files be at least 1800 pixels wide at 300 ppi. You should be able to check these dimensions under the file properties on your computer.

If any materials are only available in a hardcopy format (e.g., archival photographs or album covers), please make sure to review the section on **original art**.

The **standard trim size** (final page size) of our books is 6" wide by 9" high. Since many images are initially viewed on a computer screen, keeping the trim size in mind will help you consider the legibility and placement of artwork in your book.

ORIGINAL ART

We prefer that you send us any original artwork or material to be scanned (e.g., glossy prints, slides, or magazine covers). If this is not possible, please make sure images are scanned on a professional quality scanner in color (RGB mode) at a minimum of 300 ppi at 6" wide. Save all scans as TIFF files and provide any cropping instructions in your art inventory.

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. Contact your editorial associate if you have any additional questions.

II. 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 1.1 Fig 3.1 Fig 1.2 Fig 4.1 Fig 1.3 Fig 4.2
Maps (created in Adobe Illustrator, not archival scans) should also be double numbered by chapter and map number.	Map 1.1 Map 5.1 Map 4.1 Map 5.2
Color Plates (if applicable) should be numbered consecutively throughout the manuscript, not by chapter.	P1 P3 P2 P4
Figures in unnumbered sections (e.g., introduction, interlude, or conclusion) should include an abbreviated section name and figure number.	Fig Intro1 Fig Conc1 Fig Intro2 Fig Conc2 Fig Inter1 Fig Conc3
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 PartTitle3 PartTitle1 PartTitle4 PartTitle2 PartTitle5
Cover Art Suggestions are not numbered with the rest of the art program but should be uniformly named.	Cover1 Cover3 Cover2 Cover4

III. Art File Requirements

(1) DIGITAL ART

All images should be at least 6" or 1800 pixels wide at a resolution of 300 ppi (pixels per inch). This is the largest size that your images would be reproduced. Keep in mind that most figures are only about 4-5" wide on a standard book page, so the legibility of specific details within the image (such as text) may vary.

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.

(2) SCREEN GRABS

Film and television screen grabs should be at least 3" or 900 pixels wide at 300 ppi. 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 in the book.

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. Remember that interior images are also typically printed in black and white, so color variations may not always make an image more recognizable.

(3) MUSIC NOTATION

To ensure that your music files are ready for production, please follow these instructions carefully:

Music examples prepared in notation software, such as Finale, Sibelius, or Score, should be supplied as either an EPS file with all fonts embedded, a high-resolution TIFF file, or a native software file (e.g., .mus or .sib files).

Each music example should be accompanied by a PDF with all fonts embedded (this will be a visual reference for our art editor).

When preparing your musical examples, please set the width no wider than 4.25" and no higher than 7.5". Any text within the musical example should be set no larger than 10 points. Please use Times New Roman as the font.

How to label files and reference them in manuscript callouts:

TYPE OF FILE	EXAMPLES	
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 1.1 Ex 1.2 Ex 4.1	Ex 5.1 Ex 5.2 Ex 5.3

(4) MAPS

Format: The native Adobe Illustrator (.ai) file should be accompanied by a PDF with all fonts embedded. Do not convert text to outlines; all text should be editable.

Size: Illustrations should be vertically oriented (in portrait mode) and should be no more than 5" wide by 8" high. For half-page placement, illustrations should be no more than 5" wide by 5" high.

Color Mode: Files should be created in CMYK color mode in percentages of black/K only; all elements should be converted to grayscale.

Style Guide for Maps:

–   Simple maps with minimal text will always reproduce better
–   Avoid placing names over rivers, borders, or boundaries
–   Be consistent with all labels and styling
–   Only use OpenType fonts, such as Gill Sans, Minion Pro, Myriad Pro, or Times New Roman
–   Fonts should be no smaller than 8 points in size
–   Avoid putting black type over tints darker than 20%
–   Do not use pattern fills like crosshatching or diagonal lines
–   Do not use blends, gradients, transparencies, or shadows
–   Keep line weights between .5 point and 2 points; do not use hairline rules or line weights less than .25 point
–   All text should be in American English and consistent with the manuscript
–   Do not include titles or credit lines in the map files; they should be listed with all the captions

(5) CHARTS, GRAPHS, & DIAGRAMS

Format: The native Adobe Illustrator (.ai) file should be accompanied by a PDF with all fonts embedded. Do not convert text to outlines; all text should be editable.

Size: Illustrations should be vertically oriented (in portrait mode) and should be no more than 5" wide by 8" high. For half-page placement, illustrations should be no more than 5" wide by 5" high.

Color Mode: Files should be created in CMYK color mode in percentages of black/K only; all elements should be converted to grayscale.

Style Guide for Charts, Graphs, & Diagrams:

–   Simple illustrations will always reproduce better
–   Only use OpenType fonts, such as Gill Sans, Minion Pro, Myriad Pro, or Times New Roman
–   Fonts should be no smaller than 8 points in size
–   Keep line weights between .5 point and 2 points; do not use hairline rules or line weights less than .25 point
–   Be consistent with all labels (e.g., use the same style for all the axis labels in a chart or use the same size and style for similar elements in a graph)
–   Do not use pattern fills like crosshatching or diagonal lines
–   Do not use blends, gradients, transparencies, or shadows
–   All text should be in American English and consistent with the manuscript
–   Do not include titles or credit lines in the illustrations; they should be listed with all the captions

V. Submitting Your Art Program

To send via USPS:
Duke University Press
Box 90660
Durham, NC 27708

To send via FedEx/UPS:
Duke University Press
905 W Main St, Ste 18B
Durham, NC 27701

HOW TO SUBMIT YOUR FILES

Please do not send large art files as email attachments!

Once you've organized your art program, please mail all of your files on a CD, DVD, or USB flashdrive to your editorial associate. If necessary, you may also include any original art (e.g., periodicals, album covers, 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.

For art programs with only digital files, feel free use an online file sharing service instead of sending in a CD. **Dropbox** and **Box.net** are both free platforms with plenty of online file storage; individual folders may be shared directly with your editorial associate for convenient access.

ART INVENTORY

Your artwork should be submitted with an **art inventory** (see sample on next page) that includes: **(1)** the figure number, **(2)** the manuscript page where you want the image and callout to appear, **(3)** a brief description of each image, **(4)** the file format, **(5)** whether or not permissions have been secured, **(6)** if a caption has been provided, and **(7)** any cropping instructions or permissions restrictions. In this final field, you may also include comments to the designer, such as an image's placement with other images or specific preferences for art sizing (1/4 page, 1/2 page, or full-page). We may not always be able to accommodate your sizing requests, but the designer will take your notes into consideration.

An electronic template is available through your editorial associate; it can also be found in the "For Authors" section of the Duke University Press website.

VI. Resources for Finding Art

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 editor or editorial associate 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. Flickr alone hosts over 200 million CC-licensed photos. While you should always verify the terms of a work under a CC license, the organization provides a helpful interface to search for content across various sources: **http://search.creativecommons.org**

MAP ARCHIVES

Before hiring a professional cartographer, feel free to check out **D-MAPS.COM** (bit.ly/dmaps), which provides over 30,000 different maps – each available for download as Adobe Illustrator (.ai) files. The maps may be downloaded, adapted, and edited for use in your manuscript but should include the following credit line in the caption: © **Daniel Dalet, d-maps.com**

MAP COLLECTIONS (bit.ly/mapcollections) is an online repository of maps and atlases, curated by the Geography and Map Division of the Library of Congress. Most of the archival images are in the public domain and can be downloaded directly from the site.

Sample Art Inventory

An electronic template of this inventory is available through your editorial associate; it can also be found in the "For Authors" section of the Duke University Press website: www.dukepress.edu/authors

Image #	MS page	Brief description	Format	Permissions secured?	Caption provided?	List any special instructions (e.g., cropping or placement)
Fig 1.1	p. 15	Crowd shot from protest	slide	Y	Y	Crop out street lamp on left
Fig 2.1	p. 124	Portrait of activist leader	jpg	Y	Y	
Fig 2.2	p. 137	Scan of a propaganda brochure	tiff	Y	Y	Text must be legible
Fig 2.3	p. 137	Scan of poster from local organization	tiff	Y	Y	Same page as Fig 2.2, if possible
Fig 6.1	p. 341	Group photo from December meeting	print photo	Y	Y	
Map 1.1	p. 20	Map of the region	ai	Y	Y	
Map 1.2	p. 23	Map of the adjacent region	ai	Y	Y	
Map 3.1	p. 175	Detailed map of the town layout	ai	Y	Y	Full-page placement