

FOR AUTHORS – ARTWORK

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 filenames 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; **a subvention will be required for color**).
2. Only EPS, TIFF, or JPEG formats should be used for electronic artwork. Normally you can either do a "save as" action or an "export images as" action, and select the proper document format (EPS, TIFF, or JPEG). TIFF should be used for bitmap (line art), grayscale and color halftone images that are solely using pixels. For TIFF export you are likely asked for an output resolution, then pick the highest one from the list. Please do not use LZW compression if it is given as an option when saving your file.
EPS for vector graphics (charts, graphs, technical drawings, annotated images). For EPS export you are likely asked for postscript version (choose the highest level shown) and inclusion of fonts (choose for all fonts to be embedded).
PDFs and original JPEGs will be accepted if they are high-resolution for grayscale and color halftone images (photographs, micrographs, etc.).
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. Omit the main title from the artwork (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. Set the rule size to 0.5 point minimum. If possible, use one of the following sans serif fonts in submitted artwork such as maps, plans, artist reconstructions, etc.: Myriad Pro, Arial, Helvetica, Calibri.
5. 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; see also the document **Guide to Image Sizing**). These instructions may be included in the caption file along with any cropping or other image directions. Check with us about oversize works that either span a spread or require special production (e.g., a foldout, decorative endpapers). **Special production items may require a subvention.**