

Digital Art Check Sheet

Please fill out this form when submitting art.

AUTHOR/EDITOR NAME _____

TITLE OF BOOK _____

ADDRESS _____

PHONE/FAX _____ EMAIL _____

Please consult pages 2–4 of the guidelines for further details regarding the requirements for continuous-tone and bi-tonal scanning.

Digital Scans TOTAL NUMBER OF SCANS _____

FOR CONTINUOUS-TONE SCANS

Number of scans from original art (glossy photos, transparencies, or original drawings) _____

RESOLUTION 300 600 1200 2400 FILE FORMAT: TIFF EPS

Number of scans from previously printed material (illustrations and photos from books) _____

RESOLUTION 300 600 1200 2400 FILE FORMAT: TIFF EPS

FOR BI-TONAL SCANS

Number of scans from original art or previously printed material _____

RESOLUTION 1200 2400 FILE FORMAT: TIFF EPS

Are laser printouts provided for each continuous-tone and bi-tonal scan? YES NO

This includes digitally drawn charts, graphs, and maps. Please see pages 5–7 for further information regarding line art.

Computer-Based Drawings TOTAL NUMBER OF FILES _____

APPLICATION(S) USED Adobe Illustrator Macromedia Freehand CorelDraw Canvas

Other _____

Have fonts been used in files? (IF SO, THEY MUST BE INCLUDED ON DISC) YES NO

FONT(S) USED _____

Have scans been embedded in files? (IF SO, THEY MUST BE INCLUDED ON DISC) YES NO

SCAN NAMES (OK to attach separate sheet) _____

Has the digital line art been saved in eps format? YES NO

Are the original application files included in the art submission? YES NO

Are laser printouts provided for each digital line drawing? YES NO

FILE FORMATS

Scans should be submitted as EPS or TIFF files

*IMPORTANT NOTE: Files in the following formats **will not** be accepted: GIF, PSD, PNG, or BMP.*

A Word on JPEGs

The JPEG format is commonly used for file transfer because of its high compression qualities (smaller file size makes it easier to transport). Unfortunately, JPEG compression is accomplished by discarding some of the data that makes up the image. Each time a JPEG is opened, edited, and resaved in the JPEG file format, image degradation results.

If you acquire an image from a library, museum, or stock photo agency, request the EPS or TIFF format. If JPEGs are the only file format available, do not open, edit, or save the image before submitting it.

Method of Transfer FLOPPY DISC ZIP DISC JAZ DISC CD-ROM DVD

NAMING CONVENTIONS FOR DIRECTORIES (FOLDERS) AND FILES

The following examples indicate the appropriate form in which directories/files should be labeled. Note that underscores are **always** used in place of blank spacing within the names.



Fig. 1 – For directories (folders): author last name_chapter number (or other designator)_subcategory

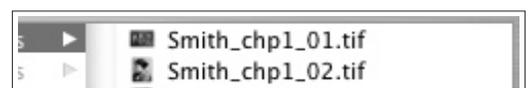


Fig. 2 – For files: author last name_chapter number (using the abbreviation chp and the number)_image no. (with zeros preceding single digits)