Image Checklist for Guilford Authors

Before submitting your manuscript, please ensure that your manuscript and figures have all been prepared in accordance with the guidelines that were sent with your contract, which you can also find at
http://www.guilford.com/authors/styleguide.pdf.
Failure to do so can cause delays in the production of your book and mean that images are not the highest quality possible.

As a final check, please ensure that every figure or illustration conforms to these DOs and DON'Ts:

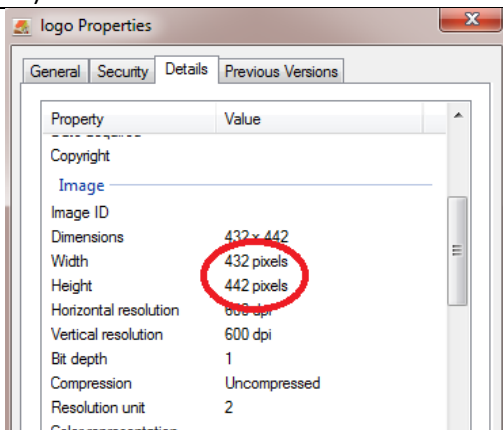| |
|---|
| **DO submit the image in the *original format*.**
    Any time a file is converted to another format the quality of the image likely deteriorates. Therefore, if you generate a graph in Excel, send us the Excel file (.xls). If you produce a slide in PowerPoint, send us the PowerPoint file (.ppt). If you are copying a figure from a book or journal, send us a copy of the book or journal. (We will scan the image and return the original to you.) If you are supplying a photograph you took, send us the JPEG or TIFF file exactly as it came from your camera.
    If you are using software that isn't generally available to generate your image, you are welcome to submit the file in multiple formats, but in this case please be sure to indicate clearly which is the best "master" version. |
| **DO submit simple text figures or tables as Word documents.**
    Simple figures produced as text, or charts produced with Word's "Table" function, are quite acceptable. |
| **DON'T submit any other kind of image as a Word document**
    Do not copy images from other programs (Excel, Illustrator, or photographs) and paste them into Word documents. (This degrades the quality and makes them impossible to refine.)
    Do not use MicroSoft's SmartArt software (from Office products from 2007 on) to produce line art or tables. (It cannot be smoothly imported into typesetting software.) |
| **DO ensure that your images are high resolution.**
    Photographs, scans, and other images submitted as TIFF or JPEG files must be high resolution to use in print. An image can look perfectly crisp on a computer screen but still not be high enough resolution for print.
    You can usually check the resolution of a TIFF or JPEG on a PC by right-clicking on the file, choosing Properties, and then Details—see example at right.
    Images must be at least *300 dots per inch*. So, to use the image at 6 inches wide (roughly the full width of a page), we need at least 1800 pixels of width.
    If in doubt, please submit the highest resolution file you have. |
| **DO check that your figure will work in black and white.**
    Unless your book has a color section, your image will appear in black and white. This means that line graphs that use color to indicate different categories should be changed to instead use different types of dotted/dashed lines; pie charts should use different types of shading. (Note that we can generally use around four distinct shades of gray in place of colors.) Colorful photographs or screenshots might not be suitable at all for b/w reproduction.
    The easiest way to check if your image will work in black and white is to print it on a b/w printer. |
| **DO ask your editor.**
    If you have any queries about supplying images or preparing your manuscript, get in touch with your editor at Guilford. He or she will be happy to advise you. |