

SUNY Press is pleased to provide the following guidelines for proper formatting of illustrations, figures, photographs, graphs, tables, and art. It is strongly recommended that all authors who intend to include art in their volumes read this document carefully, so as to avoid complications in the production process. You are also required to complete our **Illustrations Checklist** prior to submitting your manuscript. If you have any questions about these guidelines, please contact your acquisitions editor.

GENERAL REQUIREMENTS

- **All images, tables, and figures**
must be submitted as separate, individual files.
- **Callouts**
such as **[FIGURE 2.1 here]** must be used in the manuscript to indicate where illustrations and tables should be set. The compositor will use this as a guide to ensure proper placement. Digital art files and tables should **NOT** be embedded in the manuscript. **DO NOT** place the captions with the callout; please provide these in the separate captions document instead, so that they may be properly copyedited for consistency of format.
- **Name your files**
according to our naming convention. Files should be named as author last name_illustration type (fig., table, map, etc.)_image number. Use underscores, not spaces, between elements in the file name. For example:
 - “Smith_Fig_2-1” clearly indicates that this is figure 1 within chapter 2. This will be listed as Figure 2.1 in your illustration captions document and in the callouts in the manuscript.
 - “Smith_Fig_I-1” indicates that this is figure 1 within the introduction.
 - “Smith_Fig_C-1” indicates that this is figure 1 within the conclusion.
- **Image size and orientation**
is important to consider when submitting illustrations. A typical SUNY Press book is 6” x 9” with an estimated text area of roughly 4 ½” w x 7 ½” h. Please keep this size in mind when planning art and be aware that larger items will be scaled down. Note that text in charts and figures that are scaled down in size will be correspondingly smaller. To aid in resizing, any figures that include text should be provided in their native file or as a PDF.
- **Permissions**
Please be aware that permissions to reprint art, illustrations, tables, etc. not created by you should be acquired before submitting OR please provide the straightforward steps needed to acquire the image, plus any related costs. This is especially true for cover images. **PLEASE NOTE** that “fair use” does not mean you have the right to pull *any* image that appears on the internet and reprint it. Please consult your editor regarding what constitutes fair use.

IMAGES (Photographs, paintings, etc.)

- **TIFF Format**
is recommended for all images. JPEG or JPG files are acceptable, but some resolution may be

lost each time the file is saved. We recommend that you submit the original file, if possible, and, if not, keep saving to a minimum. File formats that do **NOT** work are: GIF, PSD, PNG, BMP, Exif, PPM, PGM, PBM, PNM, BPG, HEIF, BAT, WebP, or HDR.

- **Images may be submitted as either color or black and white, but** bear in mind that the images will be black and white in the text. **We do not accept bitmapped images.** If you are unsure of what this means, please contact your editor for guidance.
- **Resolution** must be no less than 300 ppi (pixels per inch, also called “dpi” or dots per inch) at the size the image will appear in the book. Art must be no less than 3 inches square and at a resolution of no less than 300 ppi. This means that image files should be no less than 900 pixels wide, though larger is even better.

If you are unfamiliar with photo editing software, do not attempt to change the resolution, enlarge, or correct an image on your own. Our production team is happy to review smaller images and help you assess whether or not they can be professionally rescaled, or if the source material can be rescanned at a higher resolution to improve quality. Images saved at a proper resolution but which are pixelated or blurry will not be accepted.

Please do not submit files extracted from Word, and do not attempt to edit your image in Paint. Both of these programs will diminish the quality of your original file. If you need assistance in small corrections and do not have proper software, discuss with your editor, who can make appropriate recommendations.

- **Photos taken with digital cameras** are not always high resolution. Check your camera settings before taking photos, as even the simplest of digital cameras should have different settings for low and high resolution (sometimes noted as smaller or larger images). It is important that the camera be set properly before you take pictures for submission. It is best to consult your owner’s manual for how to correctly set up your digital camera to take high-resolution images. Check the resolution of pictures you have taken before submission.
- **Line Drawings** (sketches that are black lines only) should be scanned at no less than 1200 ppi resolution at the size it will appear in the text. This is to ensure no pixelation (such as the “staircasing” effect on an angled line) when the image is reproduced.
- **Captions and credit lines** should be submitted in a separate document. Clearly indicate which figure, illustration, etc. corresponds to each caption.

CHARTS AND GRAPHS

- **.PDF or .EPS format** is **required** for charts and graphs. Files should be created in Illustrator or another computer drawing program and saved as an editable .PDF or .EPS file. SUNY Press realizes that some authors may not have access to, or proficiency in, such programs. If an author cannot create the illustration in these programs, it is strongly recommended that the author enlist the services of a graphics professional to produce the charts and graphs in the proper format. If you must design graphs in PowerPoint, Word, or Excel, please provide the original document in addition to the PDF.
- **Titles, captions, and sources** should not be included in the image, but rather provided in the captions document to be

properly copyedited and formatted according to the style of the book.

- **Do not use colors.**
Your charts and graphs will be reproduced as black and white. Use shades of gray or simple graphic patterns to distinguish between different areas within a figure (i.e., the different bars of a bar graph). Lines within charts and graphs should be 100 percent black. Note that printers have difficulty registering differences in shades of black less than 20 percent.
- **Text**
should be a simple, legible, font such as Helvetica or Garamond. Use capital letters for emphasis, rather than italics or boldface. At the proper width (4 ½ inches), text should be no less than 9 pt and no larger than 11 pt. Avoid using more than one font in your charts.
- **Style and elements**
should be consistent with other figures in your book. This includes typeface, borders, shading, etc. For edited collections, it is helpful to provide a template or standard for all contributors.
- **Simplicity is key.**
A clear, concise graph or chart both clarifies the author's point succinctly and improves readability for the end-user.

MAPS

Composition of maps for use in your volume can be an involved and complicated task. If an author needs to create a map for their volume, it is strongly suggested that they employ the services of a professional cartographer. SUNY Press can recommend a cartographer, if necessary. For maps that make use of a base image as well as text, please provide a .PDF, .AI, or other native file of the final product, as well as a .TIF of the underlying image. If the map does not include text, it is okay to provide only a .TIF.

TABLES

For tables, Word format is acceptable, but please do **NOT** embed the tables within the manuscript. As with your other illustrations, they should be submitted in separate, individual files.

HARDCOPIES OF ART

We discourage sending hardcopies of art to our offices. If it is **absolutely impossible** for an author to submit art in a digital format, SUNY Press is willing to accept art in hardcopy format. Please discuss with your editor if this is necessary for your project.