



## University of Hawai'i Press Art Preparation Guidelines

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Your contract indicates whether or not your book can include interior art and whether the images will be reproduced in color or in black & white. Most scholarly monographs are limited to a small number of black & white illustrations.

Some illustrations are essential to a book's argument; others, if well chosen, will enhance the text. Many, however, are purely ornamental and add very little value to the finished book. Art increases the cost of your book and the time it will take to produce, so please choose art carefully. Low resolution photographs taken from the Internet or maps created with inappropriate software will not enhance any book, so consult with a graphics professional if you lack the skills necessary to identify and secure high quality images.

Authors are responsible for ensuring that illustrations are organized properly and meet the Press' technical standards (detailed below). Unless you own the copyright or know that illustrations are in the public domain, you must secure permission to use them (see "Rights and Permissions Guidelines").

All art and related forms should be submitted with the final manuscript. ***Double-check that the illustration numbers match across all files and forms.***

### TECHNICAL REQUIREMENTS

#### Format

- Submit each figure digitally as a separate JPEG, TIFF, or EPS file (one image per file).
  - When taking digital photos, choose the highest quality TIFF setting on your camera, if available. Otherwise JPEG is acceptable.
  - High quality scans of photos are acceptable. Photocopies of book or magazine covers are not recommended because they are often poor quality and must be properly de-screened to eliminate moiré patterns.
- Do not combine multipart images yourself. Our Production department will combine your files, so make sure you write detailed instructions on the Art Inventory.
- Computer-generated art is acceptable only in TIFF or EPS graphic file formats.
  - Use one of the approved programs for creating computer art: Adobe Photoshop, FreeHand, or Illustrator. Do not create or input graphics into a Word document or a spreadsheet program such as Excel.

#### Quality

- Higher quality scans give the designer more flexibility when laying out the page in your book (most monographs measure 6" x 9" when printed). We recommend you submit illustration files that are 5 inches wide (or larger) at 300 dpi. Anything smaller or of lower quality may not be suitable for print and will not be accepted.

## ORGANIZATION

### Art files folder

- Create a digital folder labeled “Art” and save all illustration files, ordered sequentially, in the folder. This should be separate from the text files. Figures and plates should be numbered independently from each other (if applicable; see below).
- Do not save files in separate folders by chapter.
- Label each illustration file with a number and short description, e.g., “Figure 1.1 Manoa Valley” (see “Numbering”).

### Figures

- “Figures” are usually black & white illustrations that appear scattered throughout the text. They are usually halftone photographs, line art (e.g., a simple diagram with no gray tones), charts, and/or graphs. Maps should be included in your total figure count but are often numbered separately.
- If your editor has agreed to your book being printed in full color throughout (rare, expensive), both black & white images and color images may be called “figures” and should be numbered continuously.
- The abbreviation “fig.” is OK within parentheses or in notes, but spell out “figure” in running text and in captions (be consistent).

### Plates

- “Plates” usually refer to color illustrations grouped together in separate “color inserts.” If your contract allows color illustrations, confer with your editor about the layout of the plates in the insert, explained under “Color insert layout,” below.

### Numbering

- Figures should be numbered consecutively within each chapter (e.g., “Figure 1.1” = the first figure in chapter 1).
  - If any chapter has 10 or more figures, start at 1.01 instead of 1.1, so that the figure files will sort in the correct order when you get to figure 1.10.
  - Alternatively, if there are not many figures in the book (e.g., fewer than 10 total), they can be numbered separately (fig. 1, fig. 2).
- Maps and Plates can be numbered in a separate sequence, without the chapter number (Map 1, Map 2; Plate 1, Plate 2).
- When calculating the total number of illustrations in your manuscript, each part of a multipart image should be counted (and labeled) separately (e.g., 1.3a and 1.3b = two figures).

### Placement in text

- In the manuscript text files, indicate appropriate placement of illustrations throughout the text with callouts at the ends of paragraphs. Include a line space above and below the figure callout, as follows:

**<Figure 1.3 about here>**

Exact figure placement will be determined in composition, so do not refer to the figure with directionals such as “above” or “below” in the text.

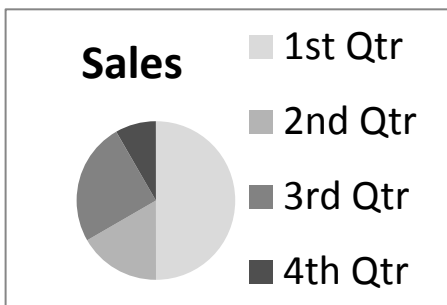
- DO NOT embed your illustrations in the Word files. (They must be kept separate from the text files at this stage.)

### Art Inventory form

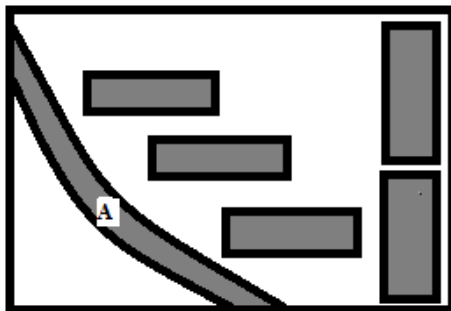
- This must be filled out even if there is only one illustration in your book.
- Cover image(s) should be included on the inventory.
- This is where you record any notes or instructions to your editor regarding cropping, sizing, special layout of multipart images, etc., as well as the status of your permissions.
- Figure/Plate Description: This description is required for use as alternative text to enable people with visual disabilities using screen readers to understand the content and function of your images. Be brief (no more than 125 characters not including spaces), but include the medium (photo, screenshot, painting, map, graph) and a straightforward description of what the image shows, i.e., its content/function. Examples:



A photo of the University of Hawai'i Press building, showing signage and plants.



A graphical representation of the sales in four quarters. Fifty percent of sales were made in the first quarter.



A = Kolowalu St.

A map of University of Hawai'i Press showing the location of the buildings along Kolowalu Street.

### Color insert layout

- Art Inventory column “Page No. of Insert (Verso or Recto).” Indicate on which page of the insert the image should appear—inserts always come in some multiple of four (4, 8, 12, 16) pages. Also indicate the side of the page—verso (left-hand when book is open) or recto (right-hand). Inserts always begin with a recto and end with a verso page. Images that you want to appear on facing pages, or across pages as a spread, must be in verso-recto order, i.e., page 1 (recto) cannot face page 2 (verso), but page 2 (verso) and page 3 (recto) can face each other.

- To help you to envision the size and arrangement of plates, it may help to prepare a mock layout of each plate in the insert. Please send your example to your editor. Your editor and the compositor will base the final layout on your suggestion.
  - E.g.:

<p><b>Page 1 recto:</b></p> <p>Plate 1</p>	<p><b>Page 2 verso:</b></p> <p>Plate 2 (left half of spread)</p> <p>Plate 3</p>	<p><b>Page 3 recto:</b></p> <p>Plate 2 (right half of spread)</p> <p>Plate 4</p>	<p><b>Page 4 verso:</b></p> <p>Plate 5</p> <p>Plate 6 Plate 7</p>
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## CAPTIONS

Create a list of captions and save it in a separate Microsoft Word file (this can go with your text files). It is your responsibility to ensure that captions contain any credit information required by the copyright owner and detailed in your permissions. This is the file that will be used to make the actual captions in your book (not what is in the Art Inventory). Caption style should be consistent throughout the book.