

Columbia University Libraries Publishing

Art Preparation Guidelines

Whether you have a large set of illustrations or only a few photographs, following these instructions will help avoid delays in the production process and ensure the quality of all the images in your article. If you have any questions throughout this process, please do not hesitate to contact your journal editor.

I. Image size and resolution

II. Images from third party image suppliers

III. Creating your own image files

IV. File naming

V. How to submit your files

I. Image size and resolution

The resolution of a digital image is measured by the number of dots per inch (dpi). You should be able to check these dimensions under the file properties on your computer. Most images copied or saved from the internet do not possess a high enough resolution for publication. Even if these images look fine on your computer screen, the quality is likely to be too low for print publication or may appear pixelated when resized to fit online typesets.

Determining size and resolution:

1. Right-click the image file and select "Properties"
2. Click the "Details" tab in the "Properties" window
3. Scroll down to "Image"
4. Note the "Width" of the image in pixels
5. To define the image width in inches at 300 dpi, divide the pixel value by 300

- Images smaller than 300 pixels in width are considered low resolution •

II. Images from third party image suppliers

Do not re-save or adjust images from museums or stock houses. TIFF and high resolution JPEG files (provided they are of sufficient quality) should be submitted as they are provided. Most licensing agreements have stipulations against cropping and manipulating images without additional permissions.

III. Creating your own image files

If you are creating your own image files please adhere to the following guidelines:

- **Scanning Images:** Avoid scanning images from previously printed materials. Instead, locate the original source and request a high resolution file of the image from the custodian or rights holder. If you are scanning a document that has not yet been digitized (eg. an archival document or photograph) please make sure images are scanned on a professional quality scanner in color (RGB mode) at a minimum of 300 dpi.
- **Digital Photography:** If you are taking photographs with a digital camera, please make sure your device is set to capture the highest quality image (this would also be the largest file size option) and turn off any date and time stamps.
- **Screen Grabs:** Film and television screen grabs should be at least 300 dpi. To capture stills of good quality, using professional software, such as Final Cut, Capture Me, or DVD Snap will help to produce good quality images. Consider that screen grabs will appear at a small size when illustrating text, and look for moments with good contrast and easily recognizable subject matter.
- **Charts/maps/line drawings, etc:** The native Adobe Illustrator (.ai) file should be accompanied by a vector-based PDF with all fonts embedded. Only use OpenType or TrueType fonts. Always submit the original source file as well.

For example: if you have created a chart in Excel, you will send two files: (1) the chart saved as an EPS (.eps) or PDF (.pdf) file and (2) the original Excel (.xls) file.

- **Music examples:** Music examples prepared in notation software, such as Finale, Sibelius, or Score, should be supplied as either an EPS file with all fonts embedded, a high resolution TIFF file, or a native software file (e.g., .mus or .sib files). Consult your journal editor for specific size dimensions. Please use an OpenType font, such as Times New Roman.

IV. File Naming

Include the first author's surname and figure number in the figure filename. Figures are numbered in the order in which they appear in the manuscript. The third figure to appear in an essay submitted by Jane Wang would be labeled "WangFigure3."

V. How to Submit Your Files

Please do not send large art files as email attachments. Once you've organized your art for the article, you can submit artwork according to one (or more) of the following methods:

- Dropbox

- Google Drive
- WeTransfer (<https://wetransfer.com/>)

These are all free platforms or services with plenty of online file storage.

Your artwork should be submitted with a Meda Log that includes the figure number, title, file name and format, copyright status, and caption and credit lines. For all images and significant text excerpts that are under copyright, you are responsible for either:

- providing proof of permission to reproduce copyrighted material (emails, invoices accompanied by terms),
- explicitly stating an argument for “fair use” or for the material being in the “public domain,” or
- asserting that the material is the original work of the author.

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