artibus et historiae

notes for contributors

HOW TO PREPARE PROPER SCANS
FOR PUBLICATION IN *ARTIBUS ET HISTORIAE*

Authors are responsible for securing permission to reproduce all illustrations.

<u>Please DO NOT send any electronic illustrations by e-mail!</u>
These are usually large files and can block our in- and outbound e-mail communication. Exceptionally, we allow for sending of single graphic files, but only in emergency. In such a case, please make sure that IRSA knows about your intention and is aware of the size of the file to be sent. We can also arrange for sending larger file using FTP (in emergency only). Digital image files should be sent by post to our address, on a clearly labelled CD-R or DVD-R. It is advisable to provide us also with possibly faithful prints of images to be printed in colour, to be used for adjusting colours of the digital files in print.

DIGITAL FORMAT
Both JPEG (.jpeg; .jpg) and TIFF (.tiff) files are acceptable. Please make sure that compression is set to the benefit of the picture's quality (in the menu of your photo software choose: "better quality" = larger file; not smaller file, as thus the quality deteriorates).
Colour mode should be set to CMYK or greyscale (for b&w photos); if you are not sure how to work with CMYK or your software does not support CMYK, save your files as RGB (for colour files) or greyscale (for b&w images).
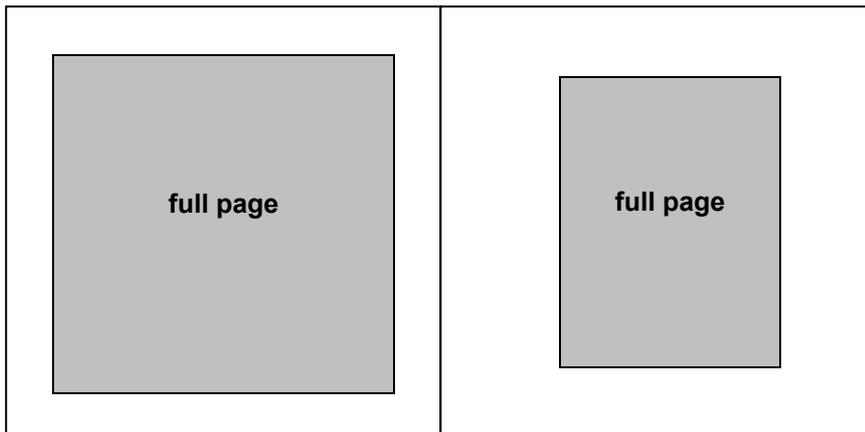
DIMENSIONS AND RESOLUTION
FOR PHOTOS – both in colour and b&w (see examples on the illustrations below):

1) full-page illustration = min. 300 dpi @ 19 cm width (or height, depending on which is larger; the larger dimension counts);
2) half-page (or 1/4-page) illustration = min. 300 dpi @ 9 cm width (if the shape is vertical quadrangle; it may be even 19 cm in height, if the picture is a very slim vertical rectangle);
3) half-page illustration = min. 300 dpi @ 19 cm width (if the shape is horizontal rectangle)
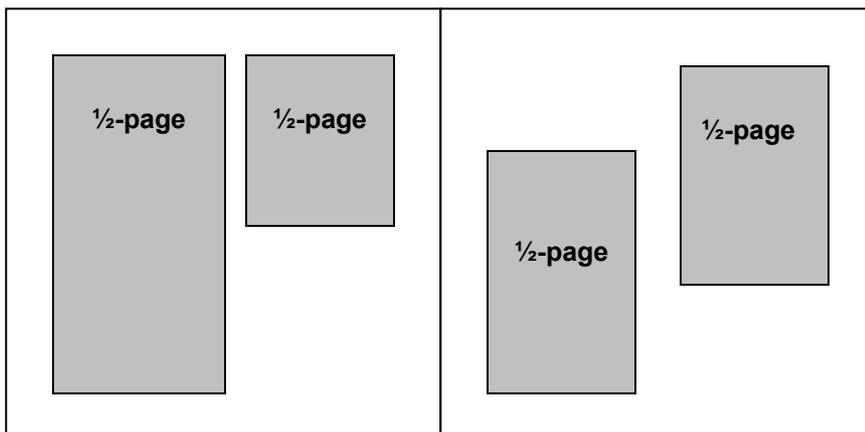
FOR "LINE ART" (drawings, graphs etc.)
The same as above applies but the resolution should be at least 600 dpi at given dimensions.

1) full-page illustration = min. 300 dpi @ 19 cm width (or height, depending on which is larger; the larger dimension counts)

full page

full page

2) half-page (or smaller) illustration (VERTICAL) = min. 300 dpi @ 9 cm width (if the shape is vertical quadrangle; it may be even 19 cm in height, if the picture is a very slim vertical rectangle)

½-page

½-page

½-page

½-page

3) half-page illustration (HORIZONTAL) = min. 300 dpi @ 19 cm width (if the shape is horizontal rectangle)

½ page

½-page