Artwork Submission Guidelines

1. Original photographs, negatives, slides, transparencies, line drawings, etc., may be submitted. The Oriental Institute publishes in many trim sizes, and this will affect the size at which illustrations are published and thus the scanning requirements.

2. Artwork in digital form must be submitted with the final manuscript. Labeled printouts or PDFs of all illustrations must be submitted. Label all electronic files with the figure/plate number. This number must match the callout in the manuscript text.

3. Provide a full list of captions for all figures/plates in a separate document.

4. Types of artwork:

    • Line art consists of only black and white elements, without gray. These should be scanned at a high resolution (1200 dpi at size to be printed) and submitted as TIFs.

    • Grayscale images contain shades of gray and are produced as halftones (e.g., photographs, shaded drawings). These should be scanned at 300 dpi at print size. **Photographs scanned from books should be descreened.** Grayscale images should be submitted as grayscale TIFs.

    • Color images should be scanned using the same parameters as grayscale images and submitted as CMYK TIFs.

    • Vector images created by programs such as Illustrator should be submitted as EPS files with fonts embedded.

    • Slides should be scanned at 2400 dpi. Once converted to 300 dpi, they will be of printable size.

5. Image permissions are author's responsibility.

If you have any questions regarding image submission,
contact Andrew Baumann at abaumann@uchicago.edu
or 773-702-5967