

Image Checking

Figures, tables, graphs

- ✓ Submit tables, diagrams, figures etc. in a separate file. These should be numbered consecutively; indicate in the text where exactly you want these to be inserted.
- ✓ Submit figures and diagrams in their original format and not as a Word file.
- ✓ Create tables by using tabs (as few as possible), and *not* by using spaces.

Submitting visual materials

- ✓ *Digital images* must be at least 300 DPI (*dots per inch*) / PPI (*points per inch*) and minimum format of 10 x 15 cm or 1180 x 1700 pixels.

- TIF, EPS and JPG files are all suitable, but
- PDF files, BITMAPS and PNG files will not be accepted.

The quality of the digital images will be checked by the gatekeepers. This will be done with the purpose for which the image will be used in mind:

- a colour spread requires images of extremely high quality and resolution,
- a small black-and-white image much less so;
- for black-and-white line artwork the minimum resolution is 600 DPI / PPI.

Images downloaded from the Internet are as a rule not intended for print and will therefore not be accepted.

- ✓ *Graphs*
 - EPS and Excel-files are suitable, in black-and-white
- ✓ *Printed black-and-white photographs* (original photos, book illustrations etc.) must have sufficient colour contrast and size (at least 10 x 15 cm, preferably larger – see also details above under *Digital images*).
- ✓ *Slides* are generally suitable. The production coordinator will confirm whether the quality of the slide is up to standard.

Checklist for image quality:

- ✓ If you enlarge the image by 400% on your screen, the image should still look good.
- ✓ In case of lower DPI value and/or a smaller format than requested, you can use the following rule of thumb:
 - 300 divided by DPI value = x
 - image width 'as is' divided by x
 - ➔ result is image width as it will be printed in the book – this should still be acceptable and not 'stamp size'
- ✓ Do not try and upgrade an image yourself. Please leave this to our Head of Production.
- ✓ If you have any doubts, please contact our Head of Production, Rob Wadman [r.wadman@aup.nl].