LSU PRESS

Art Submissions Guidelines

The following guidelines will help you in organizing and submitting art for your book. Following these guidelines will help us avoid potential delays in starting the editing and production processes and will maximize the quality of the images in your book, both in print and digital forms. If you have any questions about this process, please do not hesitate to contact your acquisitions editor.

Tips for Getting Started

1. **Submit artwork as early as possible for review.**

   We want to identify and resolve any issues with your artwork in a timely manner.

2. **Digital art files should be at least 1200 pixels on the longest edge.**

   Please do not artificially enlarge smaller images. If you have any concerns about the dimensions, submit the best version you have available as a starting point. Please only submit original, unaltered digital files. The closest file to the original that you have is generally the best to submit.

3. **Charts, graphs, diagrams, and maps should be created in Adobe Illustrator.**

   You will likely need to hire a professional to create any line illustrations. We encourage you to first discuss these needs with your editor who can refer you to a list of recommended cartographers and illustrators.

4. **All images should be numbered according to our file naming conventions.**

   Please make sure figures that are scattered throughout the text are double numbered by chapter and order (*see Section V for instructions*). Image numbers should also match the captions list, manuscript callouts, and Art + Permissions Log.

5. **Do not embed any images in your manuscript**

   Instead, please make sure to include an in-text callout for each figure in between the paragraphs where you want the illustration to appear (e.g., <Fig. 1.1 about here>).

6. **Tables and captions are not considered art**

   Tables should be submitted as separate text files with the manuscript, and all art captions should be compiled together in one Microsoft Word document. Include any necessary credit lines or source notes.

I. Original Art

If any materials are only available in hard copy format (e.g., archival photographs, slides, or magazine pages), we prefer you send us the materials for scanning. If this is not possible, please make sure images are captured on a professional quality scanner. Contact your editor if you need additional guidance.

II. Digital Art Requirements

All images should be at least 1200 pixels on the longest edge. Keep in mind that our standard trim size of our books is approximately 6 inches wide by 9 inches high so most figures are only 4.5 inches wide at print size. Images are often viewed on a computer screen, so it is helpful to consider the final print size and legibility of artwork in your book. Unless special color arrangements have been made, all images will appear in black and white.

You should be able to check image dimensions under the file properties on your computer. For the purpose of compiling the art for submission, please disregard the specific resolution (e.g., 72 or 300 ppi). The pixel width will be the most useful sizing measurement.

We prefer images in high-resolution TIFF or JPEG formats. Depending on the content, we may be able to accept other formats (e.g., PNG or PDF), so please make sure to submit the highest quality available.
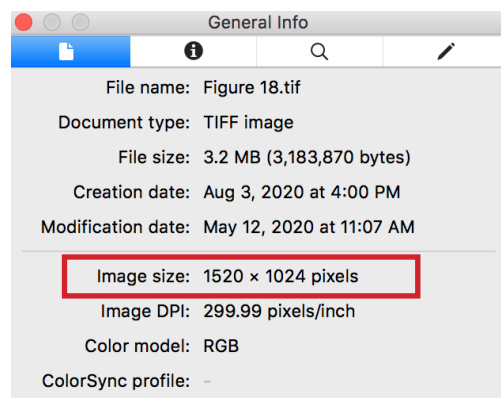
Check the image dimensions from the properties (or inspector) menu in preview.

III. Screen Grabs

Film and television screen grabs should be at least 750-900 pixels wide. Please remember that screen grabs with good contrast and easily recognizable subject matter will work best in the book.

IV. Charts, Graphs, Diagrams, and Maps

The native Adobe Illustrator (.ai) file should be accompanied by a PDF with all fonts embedded (this will be a visual reference during the review process). Do not convert text to outlines; all text should be editable.

Maps should be vertically oriented (in portrait mode) whenever possible and all illustrations should be no more than 5" wide by 8" high. Files should also be created in CMYK color mode in percentages of black/K only; all elements should be converted to grayscale and gray type should be avoided if at all possible.

Style Guide

- Simple illustrations with minimal text will reproduce better

- Use OpenType sans-serif fonts, such as Avenir, Helvetica, Helvetica Neue, or Myriad Pro; or serif fonts such as Minion Pro

- Fonts should be no smaller than 6 points in size and should not vary in size by more than 2 or 3 points

- Be consistent with all labels and styling

- Graphs should include labels for both x- and y-axes

- Avoid putting black type over tints darker than 20%

- Use pattern fills like cross-hatching or diagonal lines instead of grays

- Do not use gradients, transparencies, or drop-shadows

- All text should be in American English and consistent with any manuscript references

- Do not include titles or credit lines in the files; they should be listed in the manuscript captions

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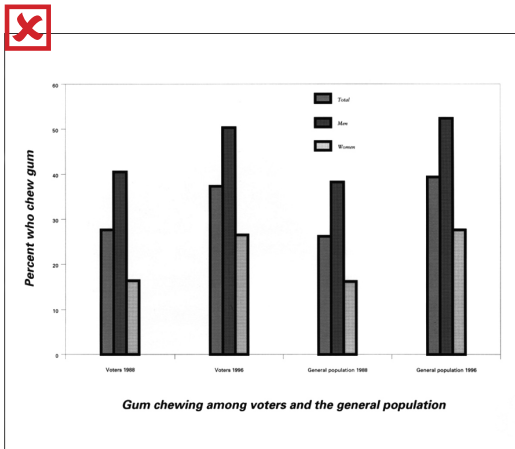
Unacceptable graph with type too small bar graphs in screens of gray.
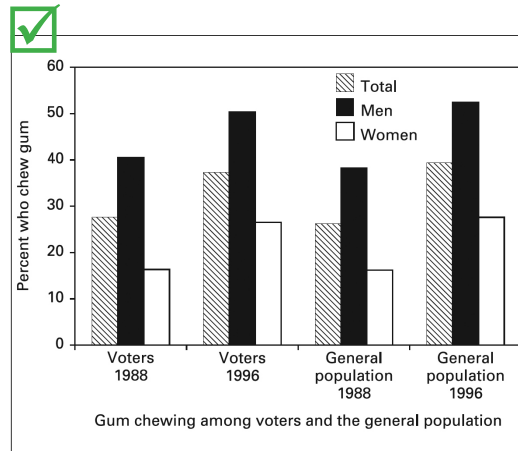
Acceptable graph with readable type and no gray.

V. File Naming

Most LSU Press books will have art that is gathered in one or two sections. For these books, the naming convention of single consecutive numbers is preferred (e.g., Fig 01, Fig 02, etc., or simply 01, 02, etc.). This numbering is for in-house purposes only and could change in the editing process. For more complicated books with art scattered throughout the text, follow the double-naming convention in the table below:

TYPE OF FILE	EXAMPLES
Figures include any digital photographs and scans, screen grabs, and line illustrations (charts, graphs, and diagrams) in your book and should be double numbered by chapter and figure number.	Fig 1.01 Fig 1.02 Fig 3.01 Fig 4.01
Maps should also be double numbered by chapter and map number.	Map 1.01 Map 5.01 Map 5.02
Figures in unnumbered sections (e.g. Introduction, Interlude, or Conclusion) should include an abbreviated section name and figure number.	Fig I.01 Fig I.02 Fig Inter.01 Fig C.01
Frontispiece (an image opposite the title page in the printed book) or any images you would like considered for part title pages should be labeled by their placement in the book.	Frontis PartTitle1 PartTitle2
Color plates (if applicable) should be numbered consecutively throughout the manuscript, not by chapter.	P01 P02 P03
Cover suggestions are not numbered with the rest of the art program but should be uniformly named.	Cover1 Cover2

VII. Submitting Your Art Program

Please do not send large art files as email attachments!
Please utilize an online file sharing service to upload your images. Box, Dropbox, and Google Drive are all free platforms with plenty of online file storage; individual folders may be shared directly with your editor.

If you'd prefer to mail us your materials, please send your files to your editor on a CD or a USB flash drive. If necessary, you may also include any original art (e.g., periodicals or prints) for scanning.

While we take every possible precaution to protect your art, the Press does not accept responsibility for loss or damage to the art you have supplied. Any originals will be returned to the author once the book is completed.