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GUIDELINES FOR SUBMISSION OF IMAGES IN DIGITAL FORM

These guidelines are for authors who wish to supply images to Edinburgh University Press (EUP) in digital form. However, because of the range and variety of formats available we cannot cover every option. If these guidelines are followed, we should be able to handle your digital files. If you have any queries not covered here, please contact your editor at EUP or Ian Davidson at the above address.

1. PHOTOGRAPHS

- Scan at a minimum of 300 dpi and save as a TIFF image for PC
- Final size of scan to be approximately 250 x 200 mm
- Supply a black and white laser print of all scans, at 100%, for identification

2. LINE ILLUSTRATIONS (i.e. maps, graphs, etc.)

- Scan at a minimum of 1200 dpi and save as a TIFF image for PC
- Final size of the scan to be approximately 250 x 200 mm
- Supply a laser print of all line scans, at 100%, for identification

Do not compress TIFF files, if you need to compress them, use a lossless compression software package such as LZW.

Images can also be supplied as EPS files, with a laser print for identification. EPS files cannot be altered; if we are required to edit these files, the original application files should be supplied with all fonts used.

Do not submit illustrations or graphs created in MS Word or Excel. This type of file cannot be saved in EPS format and cannot easily be imported into QuarkXpress or other typesetting programs that we use. If illustrations are supplied in this format, we may need to redraw them with consequent costs that may need to be passed back to the author. Please discuss this with your commissioning editor.

TINTS

Tints used on computer-generated illustrations should be no lighter than 15% and no darker than 70%. Do not use pattern fills. Do not use colour fills.

LINE WEIGHTS

Bearing in mind that line illustrations supplied at approximately 250 x 200 mm will be reduced in size to fit comfortably on an average page size of 234 x 156 mm, the line weights will be reduced correspondingly. Do not therefore use a line weight in illustrations of less than 1 pt.

TRANSFER MEDIA

Digital files can be supplied on 3.5 inch floppy disks, 100/250 Mb ZIP disks or CD-ROM. Please do not supply illustrations as email attachments. We are unable to download images from FTP sites.

OTHER DIGITAL FORMATS

JPEGs and images downloaded from the internet are normally low resolution (72 dpi) and are not usually suitable for reproduction by conventional printing methods.

Finally, we ask you to note that Edinburgh University Press cannot accept responsibility for the final printed quality of any images supplied digitally without an adequate press-quality proof. Without sight of the original illustration or control of the scanning procedure, we cannot be sure of getting an adequate printed result.

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