Art Guidelines

1. Submit source files
Provide files for your figures in the programs in which they were created (for example, Word, Powerpoint, Excel, or Photoshop). These are referred to as source files.

2. Do not use Calibri or Cambria
When creating figures, use common fonts like Times New Roman, Arial, or Helvetica. Although Calibri is the default font for a number of Microsoft programs, it should not be used for figures that are to be printed. It, along with Cambria, are screen/monitor fonts and are unstable for professional printing.

3. Submit files with editable type
Any art containing type should be editable, that is, type should not be saved as tiffs or jpegs but rather in the EPS or PDF formats.

4. Name your files with the chapter number and figure number
For example, Figure 3.8.

5. Separate captions from their figures and submit the captions with the manuscript

6. Scanning
If you are scanning art, the resolution should be set at 300 dots per inch (dpi) for grayscale or color. The original image area should be at least 5 inches wide. If the original is smaller than 5 inches, then the scanning resolution should be set higher (for example, 400 dpi for a 4-inch piece of art). Line art such as charts, graphs, or pen drawings should be scanned at 600 to 900 dpi grayscale.

Figures taken from printed paper or book pages must be scanned at higher resolutions in order for the MIT Press to eliminate moiré patterns caused by dots in the printed material. For example, a resolution of 600 dpi should be used for a 5 inch wide figure.

Save scanned images in the tiff or jpeg formats. If other file formats are submitted (such as .gif or .png that have been downloaded from the Internet), make sure they are large when viewed on the screen so they can be reduced in order to raise the resolution. Be aware that gifs are only 72–96 dpi and if printed at 100 percent, will look fuzzy and unprofessional. Again, please make sure that they appear large on your monitor before taking a screenshot.

7. Screen shots
from Windows:
a. Make the window to be copied as large as possible and then click on it to make it active.
b. Press the Alt and Print Screen buttons (this will copy the active window to the system's hidden clipboard). To print the whole screen, do not press the Alt button.
c. Open a new document in a program such as Word, then go to Edit and click Paste.
d. Save and name the Word file.

from Mac OSX
[Before taking any screen shots on a Mac, in order to get a crisp image, make sure font smoothing is turned off. Go to System Preferences > General, then uncheck "Use LCD Font Smoothing."]
a. Open the application Preview.
b. Click Command > Shift > 4; click and drag to select the area you want to save; let go of the mouse. The screenshot will appear on your desktop. To take a shot of the whole screen, click Command > Shift > 3.
c. Save and rename as a tiff or high quality jpeg file.
The Grab utility can also be used to create screen shots.

8. Drafting art
a. Aim for relative simplicity; avoid special effects such as shadows and 3-D.
b. Figures should not exceed 5 inches (30 picas) in width and 7 inches (42 picas) in height.
c. Do not use line weights lighter than .25 pt. Lighter (hairline) rules will not print properly on paper.
d. Do not use color unless the book is to be printed in color.
e. Supply drafted files in the format of the program in which they were created. If possible, also supply a set of EPS files or PDFs of the drafted figures.

9. Do not upsample images
If a file is 100 dpi, do not force it to 300 dpi. Submit the original file at 100 dpi.
Forcing an image to a higher resolution will give it a murky, unprofessional look.

10. TeX and LaTeX
If art is created in TeX or LaTeX, please supply PDFs. A PDF of the whole chapter is acceptable. In addition, please send the original TeX or LaTeX files, including any unusual packages.

11. Submitting physical media
If paper photographs are submitted they must be sharp and clear. Pages torn from books (called tear sheets) are also acceptable. Unless the quality is very good, photocopies are not acceptable. Transparencies and 35mm slides may be submitted. All media should be labeled without damaging the art (for example, a light pencil could be used on the backs of photographs).