



Guidelines for Submitting Electronic Art

Sending Files to UMP

Do not embed or link digital photographs or charts in your manuscript. Please send all images or Excel files as separate files and include a note for placement in the text (e.g., “Insert Figure 2 here”).

Photographs and Illustrations

If your book includes photographs or illustrations, we recommend that you provide UMP with sample images early in the editorial process. We can ensure that your artwork is usable.

When providing digital files of photographs and line drawings, originals should be scanned at 300 dpi at the final size for reproduction. Our books are generally 6 x 9 inches, and graphics do not exceed a maximum of 4.5” x 7.5”. If possible, avoid scanning from previously printed images (such as photos printed in books and magazines) as your original art. Provide captions for all photographs and, where appropriate, copyright information. Alternatively, you are welcome to submit original photographs and illustrations. We will have these scanned by our designers for reproduction in the final book.

Tables and Figures

Small, simple tables (e.g., up to 5 row/columns) can be included in the main manuscript in Microsoft Word. More complex tables should be supplied as separate files in Excel format (.xlsx).

Whenever possible, charts and graphs should be supplied in Excel format, including both data (in table form) and the drawing. These will generally be redrawn by our designer.

When formatting figures

- Use tints sparingly, as these may not be easy to distinguish in the final printed form. If several areas need to be distinguished, then patterns should be used. Any shaded areas behind text should be set between 10 and 20 percent black in order to keep the text legible.
- Use one font size throughout the figure, and no more than two rule sizes.

Maps

Maps should be drawn by a professional cartographer. UMP can coordinate production of maps, but authors should supply a sample map with the level of detail expected in the final version. If you intend to reproduce archival or previously published maps, follow our image-quality standards for photographs listed above.