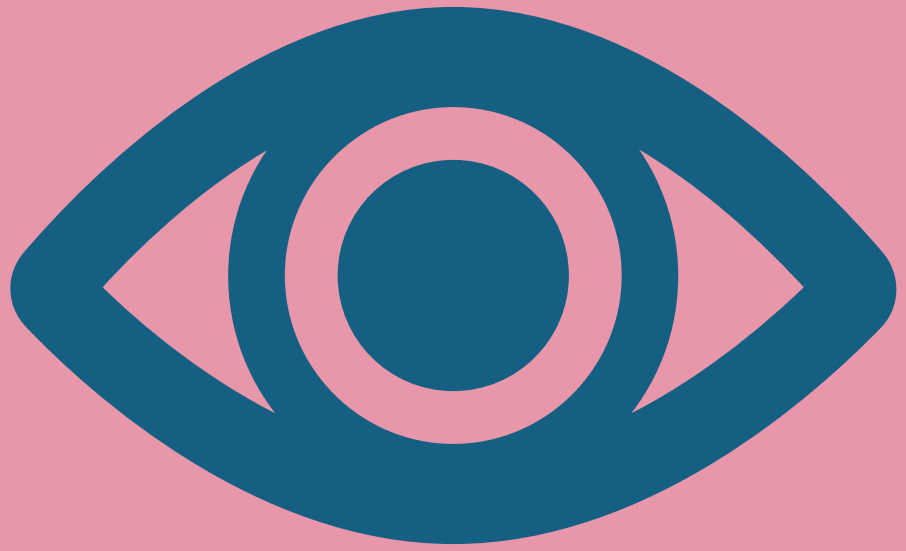


Visual Materials

Preparing and submitting the visual materials for your work

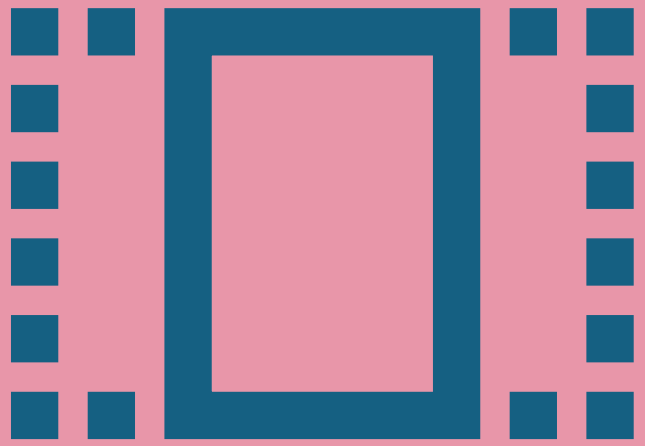
As a book author, it's important to submit high-resolution images to ensure the best possible print quality for your book. Here's a guide on how to prepare and submit your images for printing.

1. Understanding DPI (Dots Per Inch)

DPI is a measure of the resolution of an image. It indicates how many dots of ink will be printed per inch. The higher the DPI, the sharper the image.

For print, images should be at least 300 DPI. This ensures that the images are clear and crisp when printed.

2. File Format



Submit images in TIFF or JPEG format.

TIFF is preferred for images that require the highest quality.

JPEG is acceptable, but ensure it is saved with minimal compression to avoid loss of quality.

3. Image Size and Dimensions

- Images should be submitted at the size in which they should appear in the book.
- For example, if an image will be printed at 12.5 cm (5 inches) wide and 17.5 cm (7 inches tall), the image file should be at least 1500 x 2100 pixels (5 inches x 300 DPI = 1500 pixels, 7 inches x 300 DPI = 2100 pixels).

4. Maps and Line Drawings

Maps should be submitted with as much detail as possible, ensuring all text and lines are legible when printed. The recommended DPI for maps is 600 DPI to capture fine details clearly.

Line drawings (e.g., sketches, diagrams) require higher resolution to ensure that lines remain crisp and sharp. Submit these at 600 DPI or higher (1200), particularly if the drawing includes thin lines or intricate details.

Vector Files: If possible, submit maps and line drawings in vector formats (e.g., EPS, AI). Vector images can be resized without loss of quality, making them ideal for printing.

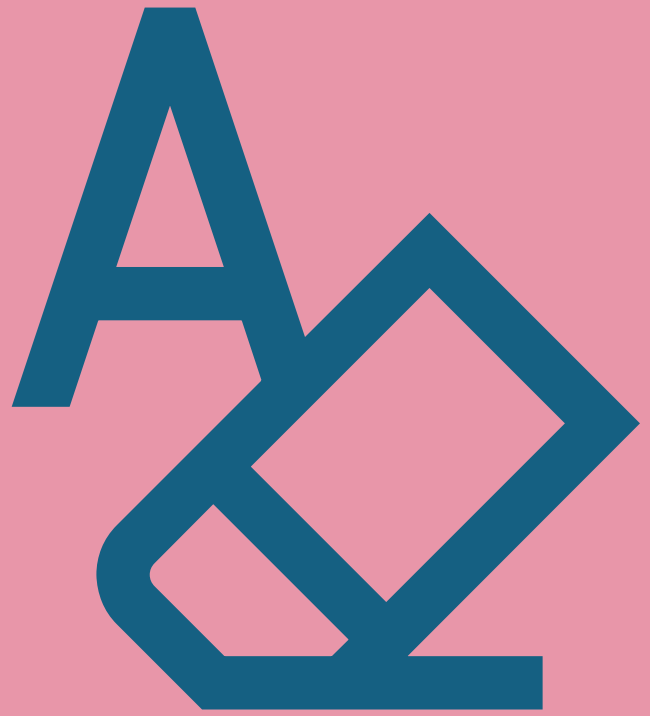
Ensure that any text or labels within maps or drawings are legible at the intended print size. Avoid overly small fonts, as these can become unreadable when printed.

5. Sample Image Check

Before submitting, check your image at 400% zoom on your computer screen. This gives you a realistic view of how it will look in print.

Ensure the image is sharp and free of pixelation, especially around edges and text.

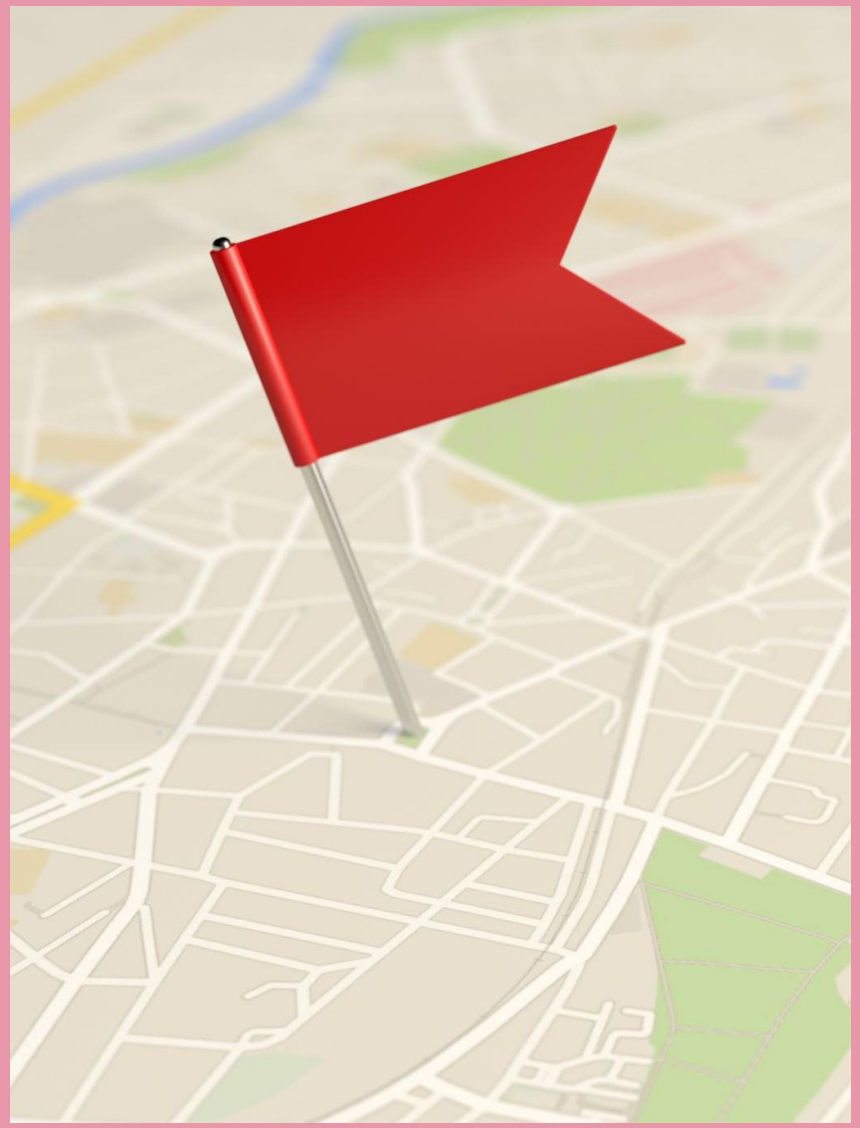
6. File Naming



Edited volumes: chapter number and figure number, short description: 01Fig2 tree.jpg, 03Fig6 red car.tiff

Monographs: if there are more than 100 illustrations use 3 numbers if figures are numbered consecutively: 001 Pearl Earring.tiff , 034 Map Amsterdam.ai

Avoid using special characters in file names or making the names too long.



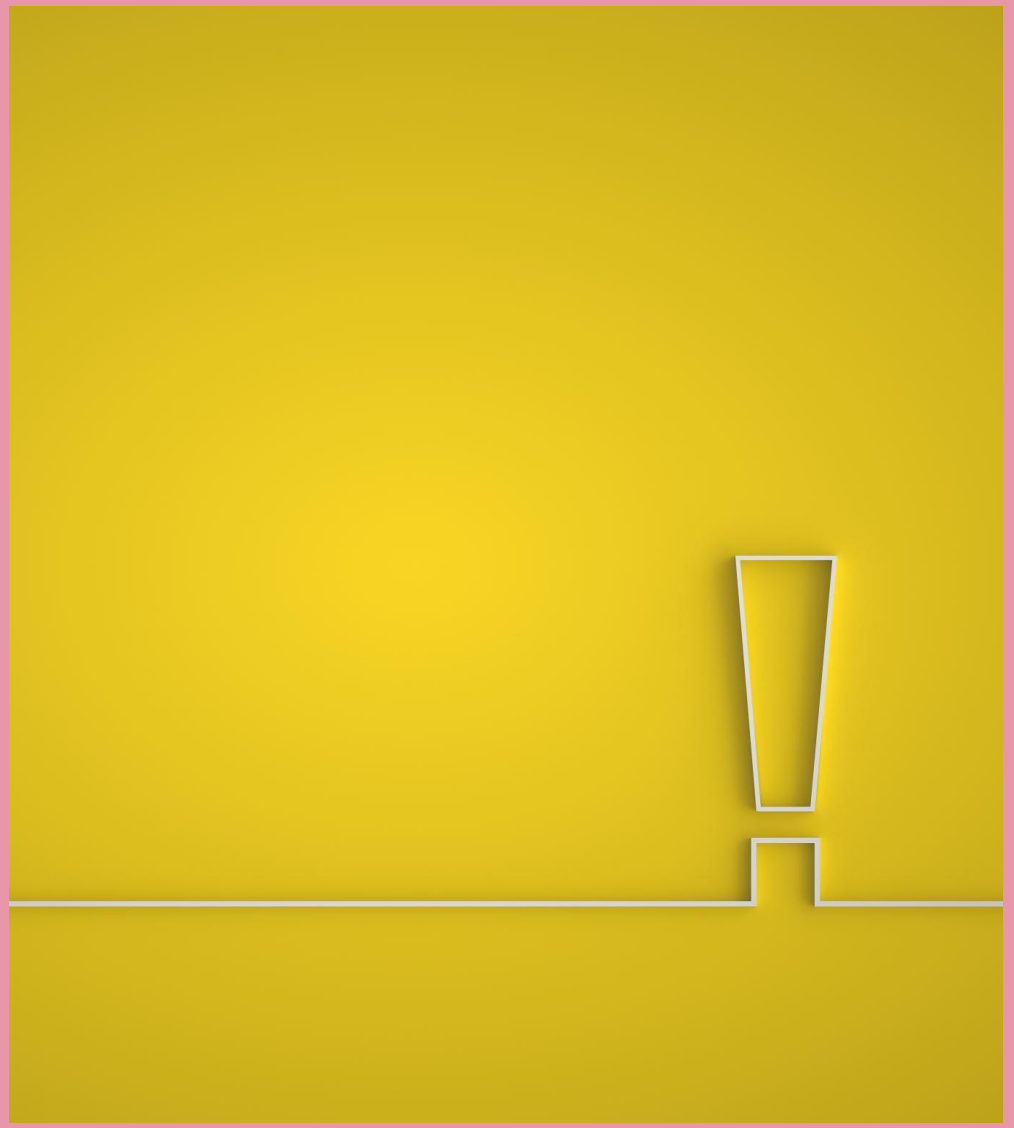
7. File submission

- All Images must be submitted as separate files, NOT EMBEDDED IN THE TYPESCRIPT
- In your typescript mark the approximate place where an image needs to be inserted, for example:
- [PLACE FIGURE 01Fig2 redflag.jpg HERE]

8. Submission Method

Use a file transfer service (e.g., Dropbox, Google Drive, WeTransfer) .

Organize your files in a single folder



9. Permissions

Ensure you have the rights or permissions to use all images, maps, and drawings to avoid legal issues.

As author, it is your responsibility to secure permission to use images

(see also the guidelines for Rights and Permissions)

10. Final Review

Review your images, maps, and drawings in the context of the book's layout. Ensure they fit well within the text and complement the content.

Remember that the number of images agreed in the Author Agreement is leading, unless other arrangements have been made with your commissioning editor.

Remember to include the illustrations checklist and the list of illustrations.

Do not forget to mark in your typescript the places where the images need to be included

Example

Illustration: Image Resolution and Size

- Imagine you want to print this image in your book with a width of 10 cm and 15 cm.
- Required Resolution: **300 DPI**
- Image Size: **1200 x 1800 pixels** (10 cm = 4 inches x 300 DPI = 1200 pixels; 15 cm = 6 inches x 300 DPI = 1800 pixels)
- **For Maps and Line Drawings:**
- Required Resolution: **600 DPI**
- Vector Format Preferred: **EPS or AI**

How to check the size and DPI of an image (1)

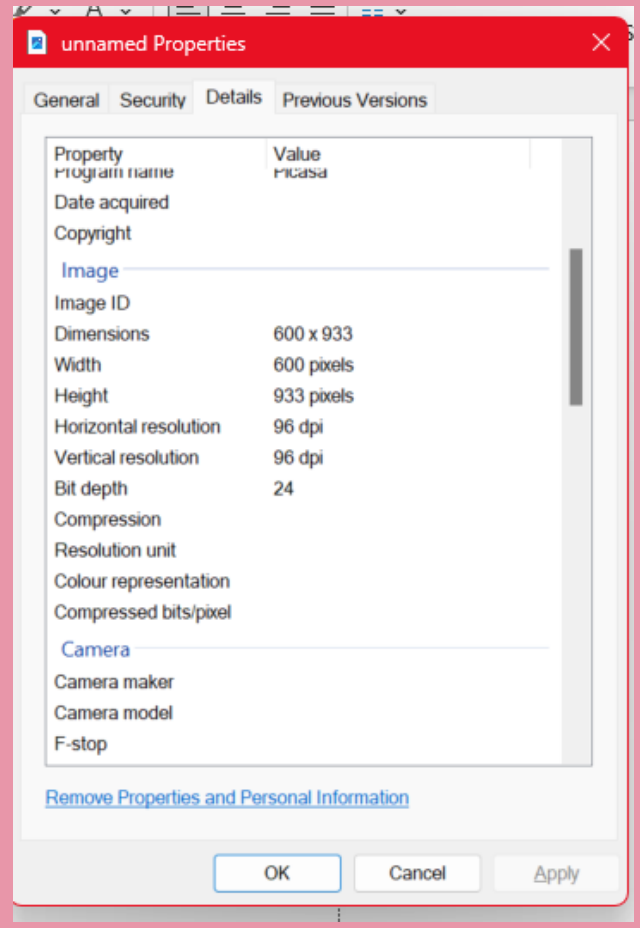
Example 1

You can calculate the width of this sample image at 300 dpi using the following calculation:

1. Click with the right mouse button on the image file, choose properties, then details
2. Divide the number of pixels by the dpi (for width in inches) and multiply the outcome with 2,54 for centimeters and then divide this number by 300.

   600/96 (*2,54) = 15,88/300

   = 5,08 cm at 300 dpi.



How to check the size and DPI of an image (2)

Example 2

- This image, downloaded from wikipedia has a resolution of 96 dpi too, but a width of only 194 pixels.
- To reproduce this image at its actual size, it would be only 1,64 cm wide.
- In order to reproduce it at full page size of 12.5 cm with a resolution of 300 dpi the size of the image should be 472 pixels with a dpi of 96.
- >> do not be fooled by how it looks on screen!