

Images/Scanning

Adding photographs and line art is the most difficult part of creating a professional-looking manuscript because of the complexities in working with file types and scanners. Although most scanner settings will produce sharp, clear images on a monitor, the printed copies are often disappointing. If you do not wish to master the procedures used to properly scan and save digital images, please send us the originals and we will do the scanning for you. We also accept images created with your digital camera. Before taking pictures, please be sure to set your camera to at least 3 mega pixels or higher.

To achieve quality images, please be mindful of these important facts. The best reproductions are made from original photographs. Never scan photocopies or prints from previously scanned photographs. Although printed copies may be visually pleasing, they cannot be reproduced as clear as the original. Also, most images downloaded from the internet or sent by email have reduced resolution, therefore reduced quality. These images are usually saved with the file extension .jpg or .gif. If you decide to do the scanning yourself, images must be scanned into a photo program such as Adobe PhotoShop or the software that came with your scanner (do not scan images directly into your text document.)

Note: If you are planning on scanning photographs from printed media such as books, newspapers or magazines, keep in mind that these images are often difficult to scan. And when reproducing any material, including that from the internet, be certain that you are not violating any copyright laws.



ORIGINAL FILE



SCAN OF PRINTED COPY



IMAGE FROM THE WEB

In order to achieve a high quality scan, please follow these guidelines:

- Set the image mode to the one of the following options:

grayscale (for black & white or color photographs)

color (for color photographs)

black & white (for line art or text.)

- Set the image resolution

300 dpi for grayscale or color images

(A black & white photograph is considered grayscale because it has gray values.)

600 dpi for line art or text

(Set to black & white or bitmap.)

- Save your image as a .tiff or an .eps file.

(We do not recommend .jpg or .gif file extensions.)



IMAGE AS GREYSCALE



SCAN OF PHOTOCOPY

If you have chosen a package that includes image handling of 15 or 30 graphics, you are not limited to that number. You may submit as many additional images as you wish; however, additional charges will apply.

All images will be produced in grayscale or black & white. We will not enlarge images more than 25%; doing so will reduce overall image quality.

Before you submit your files to us, it is extremely important that you thoroughly edit your manuscript. We recommend that you edit a printed copy of your manuscript, since many errors are easily overlooked when editing on a computer screen. Any changes that must be made by us will add to your cost. Our packages include two hours for minor corrections (e.g., misspellings, punctuation; does not include rewrites or any major script changes.) After the initial two hours, any additional editing will be billed on an hourly basis of \$45.00 per hour. Additional charges may apply for problematic files.

We are not responsible for any loss or damage of artwork submitted while in our facility or in transit.

File Submission

All images and graphics must be supplied separately from the text. In addition to the manuscript file and image file, we require either a hard copy of your book with clearly marked image placement (ex., PHOTO #1 HERE), or a digital file with the images already embedded. You can use self-adhesive pop-up notes (e.g., Post-it Notes®) for additional instructions on each photograph. If you have an idea in mind for the layout and cover design, please provide samples (fonts from magazine clippings, copies of chapter headings or even rough sketches.) Files may be sent as an email attachment, on a CD, or posted on our ftp site.

Book Design/Layout

After receiving your files and graphics/images, our designers will begin to design your book. The book design and layout process will take some time, and we may contact you during this period with questions or problems that may arise.

Our packages offer three different cover options. We can work with you to develop an original design. If you already have an image in mind, include a sketch, and we will emulate your ideas as closely as possible. Or if you wish, you may choose from our wide selection of color cover templates.

The book title, subtitle, and author's name will be included on the front cover. If the spine of the book is thicker than $\frac{1}{4}$ inch, the title and author's name will be included on the spine (there will be no text on spines less than $\frac{1}{4}$ inch.) The back cover may or may not include photos/images (depending upon the package), 100 word or less description of your book, author's biography, reviews, or ISBN barcode.

When your book design/layout is completed, you will receive a preliminary proof for your review. You must carefully examine the preliminary proof to be certain that the layout has been done according to your specifications. Remember, you, as the author, are responsible for all proofreading and editing of text. Make notations of any required changes, and send it back to us along with clear instructions for making the corrections. After we have made those corrections, the final proof copy will be sent to you for your approval. YOU are responsible for the content of the final proof; we urge you to take considerable time and carefully examine every detail. If you require further proofs, you will be charged an additional \$20.00 for each proof's printing, plus shipping and handling costs. Keep in mind that we will not start printing until we have your FINAL approval.