Latin American Perspectives

Artwork Submission Guidelines

Figures, Tables, Charts, Graphs and Photographs

Tables, charts and graphs should be used sparingly and should be limited to those that provide substantial information that clarifies or supplements the text. Where the information can be presented economically in words, words are preferable. Tables that do not meet this specification may be removed during copyediting.

Select photos and other illustrative material carefully. Only in extraordinary situations would we publish more than 6 visuals for a single article. If you submit more images, you may be asked to eliminate some or they may be removed in copyediting.

Indicate location of tables, charts, graphs, figures and photographs at the appropriate place in the text (e.g. "Table 2 about here"). Submit the actual visual material in a searate file.

Visual material must meet the technical standards described below in order to be published.

Graphs, tables, and maps should be prepared to be legible at a page width of 5 inches. If an image requires the full-page width, it must be sumitted in that size. It cannot be scaled up after origination as a smaller image. Maps with wording or symbols that are too small to read easily will be removed during copyediting. Usually maps are published at full-page width (with margins determined by the map shape) with the length (typically up to one half page) determined by the map shape.

Submit visual material in a separate file from the text of the manuscript. Embedding image files in Word documents automatically reduces the resolution below the required print quality.

Tables

Tables should be submitted in Word format only and should be editable. Do not submit tables in Excel. All tables are printed without internal vertical or horizontal lines or shading, and therefore distinctions between entries must be made clear without these features. Submit tables in a separate file from the manuscript text.

A table that is too wide for the page can be printed broadside (bottom to top), but this is wasteful of journal space and is therefore discouraged.

Sample table:

TABLE 1
Chubut Populations, 1947–2010

Year	*Total*	*Rawson*	*Biedma*
1947	92,456	9,605	4,554
1960	142,412	17,155	6,189
1970	189,735	34,288	6,945
1980	236,116	67,991	21,689
1991	357,189	100,243	45,494
2001	413,237	115,829	58,677
2010	509,108	131,313	82,883

Source: National censuses.

Graphs and Charts

All the words on the graph or chart should be in English or the software used to prepare it should be editable in case the English needs to be corrected or non-English needs to be translated.

The caption will be printed underneath the graph or chart, so there should not be a caption on the graph or chart itself.

Graphs and charts will be printed in black and white, so the original should be prepared in black, white and shades of gray, not color, so that the differences will be clear in black and white (for example, use dots, stripes, dotted lines, or other distinct patterns). Captions should not include wording that refers to color.

The units of each axis of a graph should be identified.

Fonts

The lettering used in the artwork should not vary too much in size and type (usually sans serif font as a default).

Line Art

Line art should be supplied with a minimum resolution of 800 dpi.

Photographs

Submit the original camera file if possible: without any modifications, cropping, or other "corrections." Submit in original jpeg or raw format; we can make all cropping and image corrections in-house.

Resolution refers to pixel density or the number of pixels per inch. The publisher requires a resolution of 300 dpi for adequate print quality. Divide the pixel count by 300 to determine the

maximum print size for a specific image. For example, an image of 600 x 400 pixels could not be printed larger than 2 x 1.3 inches, which is too small. Interior photos should be printable as at least 4 x 3 inch images, so photos should be a **minimum** of 1200 x 900 pixels, preferably larger, a **minimum** of 1500 x 1125 pixels to allow for cropping. The **minimum** file size for submission for full page reproduction as in a cover photo is 2500 x 1800 pixels, equal to 8.33 x 6 inches, to allow for cropping. For all photos, **the higher the resolution, the better**. You should submit the image in the maximum resolution available. However, **do not resize, change, modify, or edit images for submission** – we prefer to work with the original, unmodified file. Most especially, **do not upsize images**.

Photos may be submitted in color or black and white. Color photos will be converted to black and white for the print edition but will appear in color in the on-line version.

Do not embed images into the text of a Word document. This automatically reduces the resolution to below publication quality. Images should be submitted in a separate file in jpg format. Be aware that images sent as text attachments are often too small to be used for publication. The preferred method for submitting photos is through Dropbox. Groups of photos can be included in a single folder, then saved as a .zip file to be uploaded to Dropbox.

The principal caveats and suggestions for you to consider while taking your own photographs are: to set your camera's menu to record large, high quality jpegs, and, in the case of "point and shoot" cameras, to limit the camera to an ISO/ASA setting of no higher than 400.

If you are using a DSLR camera, and if you are interested in recording the highest quality possible for potential future uses, you might consider recording your photos in Digital Raw format. Many DSLR cameras can be set to simultaneously record two copies of each photograph, one in jpeg and a second in raw format, that can allow you quick access to the pre-processed jpeg image, while the raw can be processed to a tiff or jpeg file, and also archived as the "digital negative."

Publication Rights

If they are not the photographer, authors are responsible for obtaining the publication rights for any photographs to be included in their articles. Please request the photo rights form from the LAP office. We cannot publish photos downloaded from web sites without obtaining the rights either from the photographer or from the web site, if the site controls the rights. If you use images under a Creative Commons license, provide the author, the type of license, and the URL of the image file.

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SAGE PUBLICATIONS' ART DEPARTMENT

RESOLUTION FOR DUMMIES®

Everything you need to know to find the resolution of an image.

A Reference for the Rest of Us!®

Basic definitions...

Pixels — Think MONITOR. Pixels are the back-lit squares of color that make up your photo on a monitor.

Dots — Think PRINT. Dots are what the pixels become when you print them with inks.

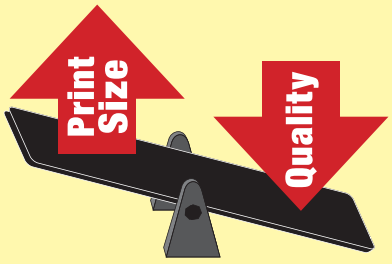
Resolution — Pixel density. The number of pixels, or dots, used to display one inch of an image. Also known as "Res".

72 ppi (pixels per inch) — On-screen resolution. Your monitor fits 72 pixels in one inch. Also known as "Low Res".

300 dpi (dots per inch) — Print resolution. A printing press fits 300 dots in one inch. Also known as "High Res".

PPI vs. DPI — Many software programs and scanner interfaces use these two terms *interchangeably*—but that's not exactly accurate. The term PPI should be used when referring to *image resolution*, and the term DPI should be used when referring to *printing resolution*. How can you remember this? *Monitors display pixels, and printers produce dots.*

Image Size — The number of pixels across the width and height of the image. (Example: the photo is 3000 pixels x 2000 pixels.) The quality of the print, and the size of the print are limited by the number of pixels in the original image. You can't increase one value without effectively decreasing the other:

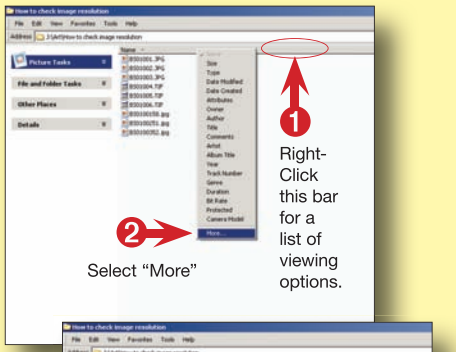


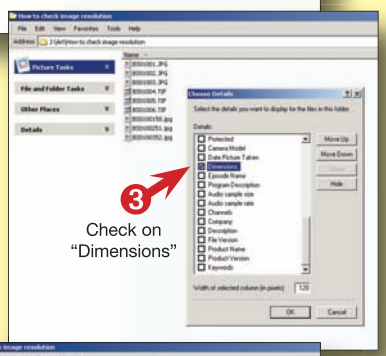
STRETCH the image, and you will lower the **QUALITY**

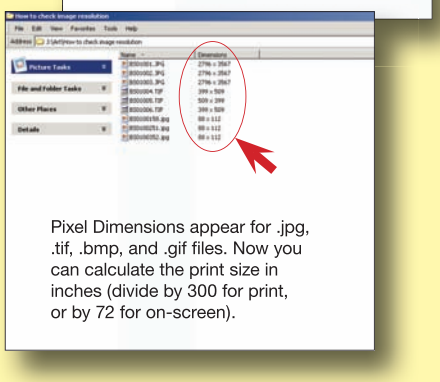
Low Res vs. High Res

72 ppi 300 ppi

Find the pixel dimensions *in just 3 clicks!*







Pixel Dimensions appear for .jpg, .tif, .bmp, and .gif files. Now you can calculate the print size in inches (divide by 300 for print, or by 72 for on-screen).

Calculating Image Size:
Pixels ÷ PPI = Inches

A computer monitor displays images at **72 ppi**. A good-sized photo in email, or on the Internet, might be something near 600x400 pixels at 72 ppi:

600 pixels ÷ 72 ppi = 8.3 inches
by
400 pixels ÷ 72 ppi = 5.5 inches

Therefore an image with 600x400 pixels is a good size image to view on a monitor. Unfortunately, these dimensions are too small to make a quality photographic print. Here's why…

Printing is conducted at a higher pixel density: **300 dpi**. In order to produce a "photo quality" print, we must have at least 300 dots for every inch of the print. *The number of pixels never change, only how many you cram in one inch.* Recalculate the same 600x400 image and you have a much smaller image:

600 pixels ÷ 300 dpi = 2 inches
by
400 pixels ÷ 300 dpi = 1.3 inches

Unless you want this small size, an image with 600x400 pixels is a poor size image to print.

What to send the Art Dept

The Art Dept prefers a file size of about 1200x1800 or higher for optimum 4x6 prints, and 2400x3000 for an 8x10 print.