

Conventional Art refers to any art in hardcopy form to be scanned for use. Hardcopy submissions may be reflective such as photographs or other printed images, or transmissive such as slides or other large-format transparencies. The hardcopy maximum dimension acceptable is 11 × 17 inches and 3/4 inches thick. Include on the artwork the journal name, author name, figure number, manuscript number, and percentage reduction or final column size desired. Indicate if color figures should be reproduced in color or black and white. Do not write on the back of the artwork because these marks often show through the figure when it is scanned.

Mounting Artwork

- If you want to assemble multiple pieces of artwork into one plate, the panels should be mounted with glue on stiff board that is less than 1/8" thick. Please do not use tape of any kind.
- Mount the panels with the edges touching but not overlapping. Allen Press will add white rules between the panels. Take care to make sure the panels are straight and square. Otherwise, wide tool lines will be necessary to square up the panels.
- If you are sending your figures in loosely, but you want them to be mounted into one plate, please provide a layout diagram with the panels.
- All elements of the mounted plate should lie flat without bumps or bubbles. Any unevenness (including white-out or opaque) on the surface of the plate may cause distortion in the final image.

Labeling

- Internal labels should be placed at least 1/8" from all edges of the figure.
- External labels should be avoided, but if you must place lettering outside of the image area, place it as close to the image as possible.
- For an additional charge, Allen Press can add labels electronically.
- Scale bars should always be included in the figure, NOT in the figure captions. If reduction or enlargement of the figure is necessary, the scale bar will be scaled proportionally.

Line Art

- Line art usually benefits from some reduction, but it should not be reduced more than 50% if possible because legibility may become a problem.
- The final type size should not be smaller than 8 points.
- The final type size in figures should be proportioned to be the same size from figure to figure within an article or book whenever possible.
- The quality of line art also determines the sizing. Fine lines can disappear and heavy detail may plug up if the figure is reduced too much. Symbols and screen patterns should also be large enough to withstand reduction.
- Cropping may be done to avoid reduction, but crop marks should be indicated by the author or editor in black ink.

Color and Halftone Art

- Color and halftone art should be submitted at the finished size or as close to the finished size as possible.
- Cropping may be done to avoid reduction, but crop marks should be added by the author or editor. Crop marks should be made outside but immediately adjacent to the image area in black ink.
- Make note of any image areas that are particularly critical with regard to color, contrast, sharpness, etc.