

SAGE ARTWORK SUBMISSION GUIDELINES

Artwork includes charts and graphs, maps, photographs, line art, and tables with 17 or more columns. It is the responsibility of the author to provide correct, final copies of the figures by the time the article is sent to Sage.

Electronic Copies of Figures

Acceptable electronic graphic file formats include the following:

- TIFF (.TIF), Tag Image File Format
- EPS (.EPS), Encapsulated Postscript (EPSF) File
- JPEG (.JPG), Joint Photographic Experts Group
- PDF (.PDF), Portable Document Format with press ready job option

Microsoft Application Files

Acceptable graphic application formats include the following:

- Adobe Illustrator for PC
- Adobe PageMaker for PC
- Adobe PhotoShop for PC
- Adobe Indesign for PC
- Microsoft Word*
- Microsoft Excel*
- Microsoft PowerPoint*
- Macromedia Freehand for PC
- QuarkXpress for PC
- CorelDraw for PC

*Do not embed low resolution raster images.

Photographs

Photographs should be glossies or halftone prints (velox prints), rather than snapshots, and the contrast should be sharp for best reproduction.

Scanned Images

Guidelines for scanning artwork are as follows:

Line Art (black and white)

- Scan to size of final printed version with allowance of no more than 5% larger or smaller
- Scan at 1200 ppi
- Save as 1 bit bitmap

Color/Grayscale Images (CMYK, RGB, grayscale)

- Scan to size of final printed version with allowance of no more than 5% larger or smaller
- Scan at 300 ppi
- Save as grayscale, CMYK, or RGB

Saving and Naming Electronic Files

There are three requirements in file identification:

- The platform (Mac or PC)
- Application and version the file was created in (i.e., Illustrator version 8.0.1)
- Type of file it was saved as (i.e., .ai, .psd) or exported as (i.e., .TIF, .EPS)
- Identification of figures by number (i.e., Figure3.tif) if submitted as separate file

NOTE: When saving files, fonts should be embedded, which ensures the text in the art will remain as intended.

Color Figures

If you are submitting a color figure for a black-and-white journal, please keep in mind that it may be difficult to discern between colors when they are turned into grayscales. Except for certain Sage Science, Technical, Medical (STM) journals, the reproduction of color figures requires an extra charge. For color instructions and pricing, please contact the journal production editor at Sage.

Confirm That Your Artwork Is Print-Ready With Sheridan Press

One of Sage's printers, Sheridan Press, preflights artwork for authors for free. We encourage you to take advantage of this service, DigitalExpert, at <http://dx.sheridan.com>. There you can upload your artwork and Sheridan will send you an e-mail letting you know if your artwork is ready for press. The service is free and only requires you to sign on and give them an e-mail address where they can reach you.



Artwork Tips

- Use font size that is readable when reduced
- Scale down oversized figures to fit appropriate trim size of journal
- Spell check all text
- Use same size font for all interior text
- Use same size font for all headings and 1 pt. smaller for all interior text
- Use a font that is easy to read
- Avoid reversing out text on screens
- Don't let the shading interfere with the readability of the text
- Don't let text bleed into box or lines