Latin American Perspectives

Artwork Submission Guidelines

We publish only black and white photos, illustrations, or other graphics within the text of the article. Photo dimensions are approximately 4x3 or slightly smaller, and can be either vertical or horizontal.

• Figures should be submitted in high resolution (at least 300 dpi). They should be submitted exactly as they should appear in the journal. Line art should be submitted in Word or its original format.

• Images are best submitted separately from the text document. Please do not embed images into your file, as embedding raster image files (photographs) in Word or similar programs automatically reduces the resolution below what is needed for quality print publication.

• Please see our "Artwork Submission Guidelines" (Page 2), also available online (http://www.sagepub.com/journalgateway/msg.htm) for more detailed information.

• Also see "Resolution for Dummies" (Page 3) for a brief tutorial on image quality.

Artwork guidelines

Illustrations, pictures and graphs, should be supplied with the highest quality and in an electronic format that helps us to publish your article in the best way possible. Please follow the guidelines below to enable us to prepare your artwork for the printed issue as well as the web site.

Checklist
Please read carefully through all of the following points:

- **Resolution**: Images should be supplied as bitmap based files (ie with. tiff or .jpeg extension) with a resolution of at least 300 dpi (dots per inch). Line art should be supplied as vector-based, separate .eps files (not as. tiff files, and not only inserted in the Word or pdf file), with a resolution of 600 dpi.
- **Format**: TIFF, EPS or PDF. MS Office files (Word, Powerpoint, Excel) are also accepted provided they meet certain conditions. For more information, see below (3. Word files).
- **Color mode**: Please note that colored images will be published in color online and black and white in print (unless otherwise arranged). Therefore, it is important that you supply images that are comprehensible in black and white as well (ie, by using color with a distinctive pattern or dotted lines). The captions should reflect this by not using words indicating color.
- **Dimension**: Check that the artworks supplied match or exceed the dimensions of the journal. Images cannot be scaled up after origination
- **Fonts**: The lettering used in the artwork should not vary too much in size and type (usually sans serif font as a default).

Artwork on disk
If you can't submit the artwork electronically, you may send a disk by post. Possible formats are: CD-ROM, 3.5" disk, JAZ disk or ZIP disk. Figure captions should be submitted with the original main text. Please always supply hard copies along the disk or accompanying e-mails detailing the content.

Word files (Word, Excel, Powerpoint)
Microsoft Office is essentially a family of applications that can be used to produce a variety of document types including written documents, spreadsheets, presentations and databases. Although we prefer artwork files in **TIFF**, **EPS** or **PDF** format, we are also aware that a number of authors already (for convenience) submit their artwork in MS Office formats and therefore we will continue to support these submission types now and in the future.

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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.

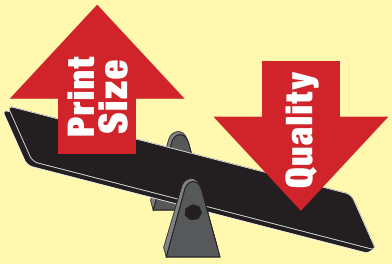
Resolution — Pixel density. The number of pixels, or dots, used to display one inch of an image. Also known as "Res".

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:



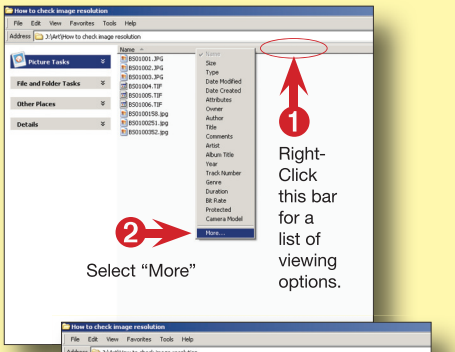
STRETCH the image, and you will lower the QUALITY

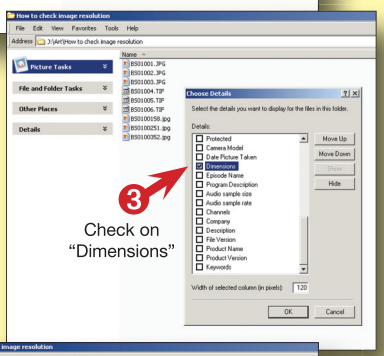
Low Res vs. High Res

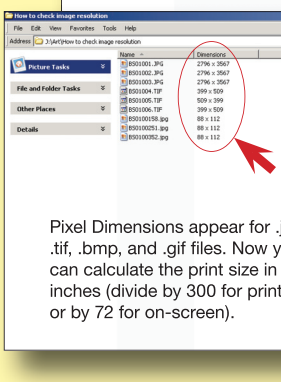
72 ppi

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.