

Art and Photo Submission Requirements

After your book has been accepted for publication, we ask that you, as an author or volume editor, facilitate the process of obtaining images and permissions for images that you want included in the book. If there are a number of contributing authors, we suggest you invite the authors to submit images to you and you, using the following information, should facilitate the process of collecting images and checking to ensure the images are up to the standards described herein.

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Some repositories have links to searchable archives, and others have links where you request permission to print and use the image. Following are popular image repositories for LDS images: [Church History Library](#)

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Images (*see also Image Resolution below*)

Send images with the final manuscript but in separate files. Do not paste illustrations into your text files or draw them in your word processor.

Callouts. If images will be scattered throughout the text, indicate where each illustration should be placed by inserting a “callout” line in the text, between paragraphs (for example, “<insert map 1 near here>”).

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Tables. Please submit your tables as original word-processing files. Give each table a title and provide sources and notes as needed, separate from the chapter notes.

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Captions. Provide captions and source/credit lines as a separate caption file. Don't make captions part of the artwork or part of the main text. Make sure image source lines and notes are separate from chapter notes.

Credits. Put credit lines in your manuscript wherever the rights holder requires (usually copyright page, caption, note, or acknowledgments section). Use the wording required by the rights holder.

Image Resolution

Please provide print-quality digital files (300 dots per inch or better at the size they will appear in the book). Consider the following guidelines:

1. Find out what we plan for the book page size so that you can create the digital file at the correct dimensions. A typical 6-by-9 page can comfortably accommodate images not wider than 5 inches and not taller than 7 inches, for example. When in doubt, make the digital file larger rather than smaller.
2. Determine whether the image is suitable for scanning. Look at the image using an ordinary magnifying lens. If the image is composed of dots or speckles in any kind of pattern, it is going to require special expertise to reproduce satisfactorily. Most images that have been printed in books, journals, and other publications are in this category. Be aware that any image which has been printed presents special challenges that you may not be able to address on a consumer-quality scanner, and that the result may be disappointing even though it looks okay on your monitor and/or laser printer.
3. Any image that has been obtained by downloading from a website must be checked for quality by us. Such files are nearly always in JPG format, and you must use special caution to avoid inadvertently corrupting the file. Do not open a JPG file and save it again in JPG format, as this format is designed to compress the file with each subsequent save, and you will lose image data.
4. Black-and-white photographic images must be scanned as 300 dpi as grayscale images at or near reproduction size. This pertains whether the item being scanned is an actual photographic print or a printed reproduction of a photograph. The image size may appear in pixels. To figure the size your image will appear at 300 dpi, divide the pixel number by 300. For example, a picture measured in pixels at 2700 x 1800 would be an image 9" x 6" at 300 dpi.
5. Color images must be scanned as 300 dpi and saved in TIF format. If color photographs are being reproduced in color, and if color fidelity is an issue, it is best to have the scanning done by our printer. (For example, an image obtained from an art museum may have stringent requirements as a condition of permission.)

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 - Provide contact information for the person (or persons) who created the digital files, preferably telephone number and e-mail address, so that we can contact them if we have questions or problems.
 - Always back up your files in a safe place, in case the CD is lost or damaged in transit.
 - Do not use any kind of file compression.
 - Never embed illustration files in the word-processor manuscript.

Please direct specific questions regarding images to Brent Nordgren at brent_nordgren@byu.edu.