

SURFACE DESIGN JOURNAL

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GUIDELINES FOR SUBMISSION OF DIGITAL IMAGES

We still prefer film, either slides or transparencies, rather than digital images for predictable quality of reproduction and ease of handling. However, since many artists have abandoned slides, we are doing our best to accommodate digital submissions. To avoid some of the problems we have encountered we request that anyone submitting digital photographs pay careful attention to the following guidelines.

1. For satisfactory reproduction in the Journal, digital images must have a resolution of at least 300 and 300 dpi, preferably in TIFF formats but JPGs are acceptable. Image size in the 8x10-inch range is preferred.
2. Digital images **MUST** be accompanied by printouts.
3. Please label both the CD and its case with your name and some indication of the content.
4. Please limit the number of photographs on a disk. Make a selection from the images available. No more than 10 or 12 images need to be sent with an article.
5. Please give the photos file names that are readily associated with the images rather than numerical codes.
6. If possible, please convert icons to thumbnail images rather than format logos.
7. Please give full caption information for each image on a sheet of paper or on forms provided to writers. This information should include:
 - Artist's name,
 - Title of work,
 - Materials, process, size,
 - Date of completion
 - Collection, installation site, or source of commission, if relevant
 - Photo credit.

Please add any information that would help the designer understand the image—e.g., if there is black around the edge of the image, is it a background or part of the work?

