

## Preparing Art for Book Publication

### General Instructions

1. All art must be black and white.
2. All art must be submitted with the manuscript.

### Set-Up

1. Place each table, figure, or graph in a separate file (place all chapter files in a folder identified by the chapter number if known or the chapter title).
2. Naming convention: please name your graphic files similar to the chapter.
  - a. Chapter text: chapter number\_2 word chapter title, i.e., 01\_Social Emotional.doc
  - b. Tables: chapter number\_2word chapter title\_T(table number), i.e., 01\_Social Emotional\_T1, 01\_Social Emotional\_T2
  - c. Figure: chapter number\_2word chapter title\_F(Figure number), i.e., 01\_Social Emotional\_F1, 01\_Social Emotional\_F2
3. Indicate placement of the graphic within the manuscript text. This placement call-out should be on a separate line and surrounded by brackets [ ]. It is helpful to know if a table or form must be contained to one page.

### Creating Graphics

1. Please create artwork to fit the following page sizes:
  - a. 6" x 9" book trim size = 4 ½" x 7" (w x h)
  - b. 7" x 10" book trim size = 5 ¼" x 8" (w x h)
  - c. 8 ½" x 11" book trim size = 6 ¾" x 8 ¾" (w x h)These are the maximum dimensions for art at 100%.
2. Art that consists of typeset tables should be set in the same font and point size as the rest of the manuscript pages.
3. Use of background screens and shading should be avoided, as they do not reproduce well. **Avoid using large areas of black with type reversed out to white.**

### Using Previously Published Graphics

1. If art was previously published by NASP it **may** be possible for use to pick up art. You must inform the Director of Production of your request when the manuscript is submitted. Generally, we will do this for Appendices and large tables. Please note that it may not be possible to pick up art from *School Psychology Review*.
2. Any table, figure, or other graphic that is being picked up from another source, must have the accompanying permissions for reprinting. The permissions are due at the time of manuscript submission. Permissions are required for all previously published work including items published by NASP. To obtain permission to reproduce NASP artwork, please contact Chris Goode at [cgoode@naspweb.org](mailto:cgoode@naspweb.org) and provide the appropriate information regarding the original publication in which the item appeared.

**Accepted Formats**

1. TIFF, EPS, or PDF. A JPEG will be accepted if it is a photo, but only if it is no less than 600 dpi. All figures and tables must be in black and white and have a Lineart Resolution of 1200 dpi and a Grayscale Resolution of 300 dpi.