

## Author's Guidelines • Magazine Staff

Hello All! As the Magazine evolves and the deadlines come ever faster, we are seeing the need for Author's (and Publisher's!) Guidelines for the submission and handling of article text and artwork. We trust that these Guidelines will help us all be more time-efficient, and allow us to present your valued efforts as professionally as possible. OK, here we go!

### THE AUTHOR'S SPEC SHEET

This can be printed or downloaded in Word format from the Author's Guidelines page on the ABS web site. Simple and straightforward, it's intended to accompany your article/materials in hard copy or electronic form, providing a place for the specs and content of your article as well as any notes or special information you wish to convey. That done, it will (we hope) allow staff to be more efficient as well!

### ARTWORK & PHOTOS · ACTUAL

#### Slides & Photographs can be black & white or color.

Please be sure images are in focus.

**Drawings/Paintings/Diagrams/Maps** – please be sure these are shipped to arrive flat/unwrinkled and clean - scanning will pick up any folds or unplanned marks and can require substantial extra time to make the image look it's best.

**Please Note:** Fax Images are NOT usable.

### ARTWORK & PHOTOS · ELECTRONIC

Now here's where life gets complicated! There's a difference between publishing for Print and publishing for the Web – and that difference is image resolution. Generally, what is best for the web is the worst for print. Use the highest quality .jpg/.jpeg (.tif for really important stuff!) mode your camera/scanner supports.

#### FORMAT & RESOLUTION

**.tif/.tiff** – (the format of choice) – preferably 300 dpi or higher.

**.psd** – If you intend to submit images scanned with Photoshop, we will be happy to accept this native Photoshop format (again preferably 300 dpi or higher) - file size is smaller than .tif/.tiff and easily converted with no loss of image quality.

**.jpg/.jpeg** digital camera images - highest resolution/largest file size preferred - i.e., if the image is 72 dpi, it should physically be huge in inches, i.e., 20"-22" in width or height.

### ARTICLE TEXT – Electronic files only please

#### FORMAT

**Microsoft Word format (.doc).** If you don't have access to Microsoft Word, or your word processing program does not save files in Word format, please save/export your article in plain text format (.txt).

**Please do not include images** in your Word file. Instead, in the image location within the text, please insert a description of the photo, it's caption, and the photographer's name.

**Please do not use Tables** in your Word file. (These are a nightmare!) Any text or data that needs to appear in a "table" format should be entered as text separated by tabs/tab stops.

### GETTING YOUR MATERIAL TO US

**Electronic Media** – We can accept 3.5" floppy disks, 100 Meg Zip Disks, and CD-ROMs.

**Via Email – Photographs/Artwork** – the image files should first be compressed into .zip or .sit format, and then "attached" to an Email message. These files are likely to be fairly large, and if there are several, they should be attached/sent in separate Email messages.

**Via Email – Word and Text Files** – These can be compressed into .zip or .sit format if you like (they will be smaller and safer from corruption) and then "attached" to an Email message.

**Via Post/UPS/Fedex – Tips** – Please pack your materials flat and unbendable! Zip disks and CD-ROMs should be tight in their cases. Both Zip disks and Floppy disks should have some foam or bubble-wrap padding. Put a copy of the shipping label names and addresses inside the package, to serve in case the outer label becomes damaged. Make sure you have a physical or electronic backup of all materials.

Many thanks and happy authoring – we look forward to working with you! ■