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PHOTOGRAPHS

1. Authors of accepted articles are invited to submit color photographs of subjects related to their articles for consideration of use on the cover. The editor will select the cover photograph for each issue.
2. Authors must identify recognizable people in photographs submitted for the cover or in figures accompanying their articles and complete a "Personal Image Use" form before publication.
 - UNL "Personal Image Use"
– adult subject
 - UNL "Personal Image Use"
– minor subject

MAPS

1. Be sure you have placed a bar scale in kilometers and a north arrow on your maps.
2. Enlarged details of maps should reflect the same area and shape of the map.
3. All geographic places mentioned in the text should be shown on the map.

Great Plains Research

Images Style Sheet

FIGURES

1. All figures should be referenced in the text according to pages 2 and 3 of the Text Style Sheet.
2. All figures should be sized for 1-column width [3.25"] or 2-column width [6.625"] and no more than 9.0" in height.
3. Figure numbers should not be embedded in the illustration but should be referenced in a caption sent as a separate text file.
4. All figures should be submitted as black and white or grayscale images.
5. If you have black and white photos that are not scanned images, please send the originals to us for scanning.
6. If you want to have a map/s or figure/s printed in color, please contact the editor for current 4-color printing costs, which must be paid by the author.
7. Use a sans serif font such as Helvetica for figures and maps.
8. PLEASE DO NOT embed graphic files into your article or send your figures as PowerPoint© graphics or Word docs. Send illustrations/figures as separate files on a CD-R.

ELECTRONIC ARTWORK

1. When you send line art, halftones, and other images, please include a directory of files contained on the disk and a hard copy printout of each figure. Hard copy must match the digital file.
2. Halftone images should be scanned at 350 pixels per inch (ppi) with output at GPR column widths — 3.25" or 6.625". Line art should be scanned at 1200 ppi and output also at 3.25" or 6.625".
3. Halftones should have end dot settings of 2% or more in the lightest area of the image and up to 98% in the darkest. Rules [lines] in graphs must be at least 25 pts.
4. Use a sans serif font such as Helvetica in your figures and maps.

ACCEPTABLE FILE FORMATS

- Raster files: Photoshop files saved as .TIF or EPS. Color images should be saved as CMYK, not RGB or LAB. B&W should be saved as Grayscale, not RGB. Line art should be saved as Bitmap.TIF.
- Vector-based files: Illustrator or FreeHand files saved as EPS. Fonts should be converted to outlines for inclusion.
- Adobe® Portable Document Format: PDF files must have fonts embedded and images must have a resolution of at least 350 ppi.
- **Keep in mind:** The quality of ArcView and ArcGIS files will depend upon the resolution of your base map. Change your default options to save as high-resolution TIFF or PDF and embed all fonts.

UNACCEPTABLE FILE FORMATS FOR PRINT PRODUCTION

Microsoft Word, Microsoft Excel, Microsoft Publisher, Corel Draw, Corel Word Perfect, Corel Ventura, Adobe FileMaker, Adobe FrameMaker, JPEG files (.jpg), Windows Metafiles (.wmf), BMP files (.bmp), GIF files (.gif).



Center for Great Plains Studies

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