

PART 4. PREPARING THE ART MANUSCRIPT

4.3 PREPARING THE ART MANUSCRIPT

The art manuscript is a separate manuscript from the text manuscript. The art manuscript should be consecutively numbered (by chapter and by figure number, e.g., Figure 4.1, 4.2, 4.3, UA-01-01, Photo 01-01, PO-I-1, CO-1-1, etc.) and correctly referenced to the text manuscript. (UA stands for unnumbered art, PO for part openner, CO for chapter openner.)

- Identify each illustration by number, caption, and source note (if applicable). If you do not provide a source note, production will assume that the figure/table is your original work.
- Figures should be numbered consecutively by chapter (i.e., Figure 1.1, Figure 1.2, etc.).
- Unnumbered art should be numbered consecutively by chapter (i.e., UA-01-01, UA-01-02, etc.).
- Be sure to indicate in the text manuscript where the illustration should be placed, i.e., [Insert Figure 1-1 here].
- Ensure that permissions for artwork, tables, photos, and screen captures are requested as early as possible and permissions work is completed prior to manuscript submission. Permissions should be requested as soon as you have decided to include the material in your text. (Refer to Part 5. Permissions for additional information.)
- Submit samples of art and photos you created and from external sources to your Project Manager (PM) for evaluation before you complete your entire art and photo program.
- Prepare an art log (by chapter) using the Art Log. List figure numbers, manuscript page number, and type of art (photo, line art, screen capture, FST, etc.). Under the "Notes" column, indicate if a figure has multiple parts. Also use the Notes column to indicate permissions status and/or permissions information.
- DO NOT EMBED YOUR ART FILES IN WORD OR POWERPOINT! Embedded art renders the art files useless for production.
 - IMPORTANT NOTE: Electronic files of your art may be embedded in the Word files of your text manuscript to make it easier for reviewers to evaluate your draft. However, you MUST ALSO save the original source files in separate folders, organized by chapter.
- Electronic files and hard copies must match, with figures clearly numbered and referenced in the text.

- Rendering, sizing, cropping, and other instructions, as needed, must be clearly indicated in the art manuscript.