

## CMJ Digital Artwork Guidelines

### Option 1: Scanning

The key is to set your resolution, colour choice and file-type settings on your scanner or camera BEFORE creating/scanning the image.

- Only scan if a digital copy of the art is not available.
- Determine your file type (see Terminology section).

For **diagrams, drawings and graphs** (images composed mostly of lines):

- Set the resolution to at least **1200 dpi** (dots per inch, a measure of printing resolution) at 100% of the final image size (the width of 1, 1.5 or 2 text columns).
- Scan black and white images in greyscale.
- If possible scan colour images and save in CMYK mode, do not use RGB mode (see Terminology).
- Set a font size greater than 6.
- If your image is smaller than the desired output, increase the percentage to achieve the desired size.
- If device does not allow resolution choices, set image size to **400%** greater than desired print size.

For **photographs, radiographs and other halftone images**:

- Set the resolution to at least **300 dpi** at 100% of final image size (the width of 1 (7 cm-8 cm), 1.5 (11 cm-14 cm) or 2 (17 cm-18 cm) text columns).
- If your image is smaller than the desired output, increase the percentage to achieve the desired size.
- If device does not allow resolution choices, set image size to **24%** greater than desired print size.

For **photographs and radiographs with text**:

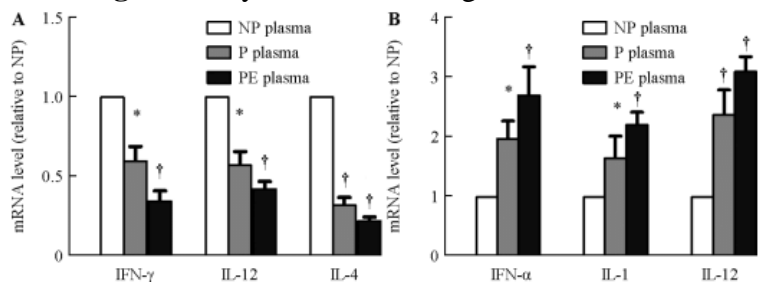
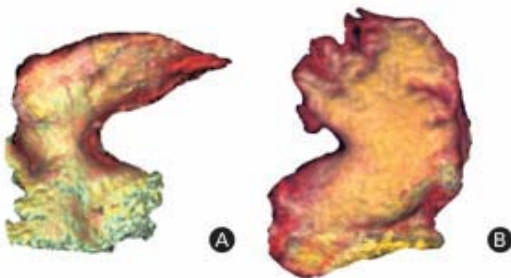
- Set the resolution to at least **600 dpi** at 100% of final image size (the width of 1, 1.5 or 2 text columns).
- If your image is smaller than the desired output, increase the percentage to achieve the desired size.
- If device does not allow resolution choices, set image size to **200%** greater than desired print size.

For text in **diagrams, drawings, graphs, photographs, radiographs and other halftone images**:

- Font: Times New Roman. Font style: Regular. Font size: greater than 6 (usually 7)

For picture ID (1, 2, 3... or a, b, c ...) in **diagrams, drawings, graphs, photographs, radiographs and other halftone images**:

- Font: Times New Roman. Font style: Bold Font size: 8
- For **diagrams, drawings and graphs** usually at the upper left corner.
- For **photographs, radiographs and other halftone images** usually at the bottom right corner.



**Photographs, radiographs and other halftone images**

**Diagrams, drawings and graphs**

Crop images with the following in mind:

- Crop (or black out) any **patient identifiers**.
- Crop unwanted text or art.
- Crop excessive white space.

Once the scan is complete, save each piece of artwork separately as a **TIFF, EPS, PNG or PDF**.

### **Option 2: Diagrams, Drawings or Graphs (Line Art) from a Digital File**

Shading is acceptable, but do not use pattern fills within MS Office as they result in poor print quality.

If created in **MS Office** simply save as an Office document and submit the file as additional supporting material.

If created in a **design program** such as Illustrator, save as an EPS or PDF and submit the file.

- If you are unsure about creating the postscript file, send the native application file. Make sure all fonts and imported images are included.

If using **specialty software**, pick from the following options:

- Save/export file as EPS or PDF if the program allows. (see Creating PrintReady PDFs)
- If you have Adobe Acrobat Professional installed, print to file using Acrobat as your printer option to create a PDF.
- If neither of the above options is available, print the art to your office or desktop computer. Then scan the printed art using the steps in Option 1: Scanning.

### **Option 3: Halftone Art (Photo/NonVector Illustration) From Digital File**

If your image is in a TIFF, EPS, JPEG, PNG or PDF file do not do anything. Send the file as-is.

### **Creating PrintReady PDFs**

Medknow accepts images saved in PDF format, but the PDFs must be saved using print quality settings. PDF writers other than Adobe Acrobat Professional will not produce a printquality PDF, this PDF needs to be submitted as an Additional Supporting material on the submission platform.

- When creating a PDF using Adobe PDF (printer) or Acrobat Distiller, use the “Press Quality” or “High Quality Print” Adobe PDF Setting.
- From Illustrator, InDesign or Photoshop make sure your document adheres to the criteria listed in options 1–3 before saving as a PDF. Do not downsample (make the image smaller by removing pixels).

### **Terminology**

● **Black and White (Greyscale) / Colour Artwork** – an image with variations of tone including photographs, radiographs and scanned images, these images should be scanned with a resolution of at least 300 dpi.

**Example:**



- **Greyscale** – any black and white image that is not lineart, or in tech talk – a strip of standard grey tones ranging from white to black.
- **Line Art** – purely black and white figures, these images should be scanned with a resolution of at least 1200 dpi.

**Example:**



- **Resolution** on printed media, it is the number of dots per inch; on a video monitor, it is the number of pixels per unit of measurement in general, the higher the dpi, the sharper the image.
- **CMYK** – the preferred colour mode for all printed figures (Cyan, Magenta, Yellow and Black) .
- **RGB** – the colour mode used for computer monitors (Red, Green and Blue).