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TO: Boston Comics Roundtable
FROM: Shelli Paroline
DATE: 6/15/09
SUBJECT: Inbound 4 Submission Guidelines

Below are the guidelines for your submission to the anthology. It is crucial that every submission adheres to these specs. If you're still not sure what do after reading the information below, please contact Shelli (shelligator@gmail) for help.

Image Adjustments

Checklist

Before submitting, be sure your files are:

1. 300 dpi
2. Grayscale
3. Flattened and/or text is embedded.
4. Labeled using the yourlastname_page#.filetype naming convention.
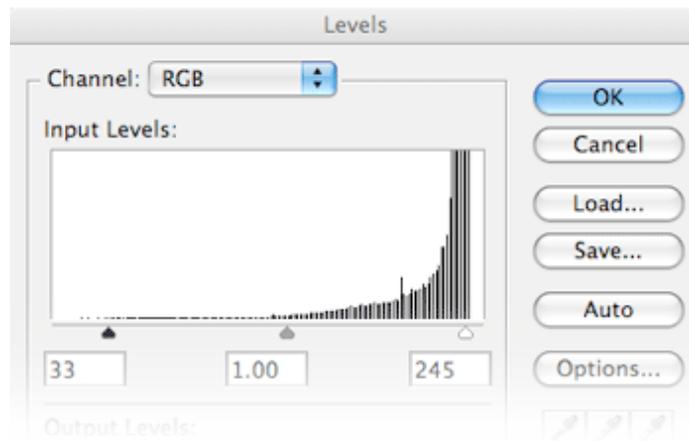5. Saved as a AI, PSD, or Tiff file.

- **SIZING: Non-bleed Art,** referring to a page which has margin between the edge of the art and the edge of the page. This is the norm for most text-based books and lots of comics (see Persepolis or Fun Home)

    Dimensions: 5.75 in x 8.625 in

- **SIZING: Bleed Art,** to a page in which the art runs off the edge of the page. This includes black backgrounds that run off the edge of the page. Being aware of the 5.25 x 7.875 in "image safe" area and a surrounding 1/4" margin, your file should exceed the trim of the page by 1/8 of an inch.

    Dimensions: 6 in x 8.875 in

- **RESOLUTION:** It is recommended that you scan your pages at 600dpi or larger, but your final art must be resized to EXACTLY 300dpi.

- **COLOR:** Check your Levels (Image > Adjustments > Levels...) and drag the white marker inward to highest peak on the histogram; move the black marker inward to increase the contrast to your liking. Finally, **convert all files to Grayscale.**
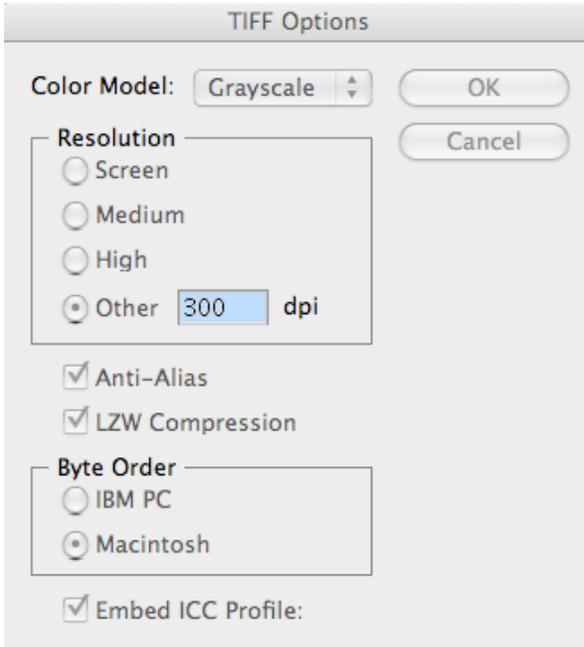
Memo {

Exporting / Saving

- **FILE-TYPE:** To ensure print quality, we require your files to be in PSD (recommended) or TIFF format. If saving from Photoshop, be sure to flatten all layers and text (Layers > Flatten Layers.) From Illustrator, you have two options. You may send in AI files, but you must first ensure that 1) There are no linked files and 2) All text has been outlined so that there are no font conflicts. If you can not meet those two criteria, you can play it safe by saving your files as a Tiff: choose Export... from the File menu and select "TIFF" for your format. Select the following options from the Tiff Options pane:

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TIFF Options

Color Model: Grayscale ▲▼ OK

Resolution
- ○ Screen
- ○ Medium
- ○ High
- ⦿ Other 300 dpi

☑ Anti-Alias
☑ LZW Compression

Byte Order
- ○ IBM PC
- ⦿ Macintosh

☑ Embed ICC Profile:

Cancel

- **NAMING** In order to simplify the layout process, we need all artists to submit their files with a standardized naming convention:

    lastname_page# (*example: strangelove_01*)

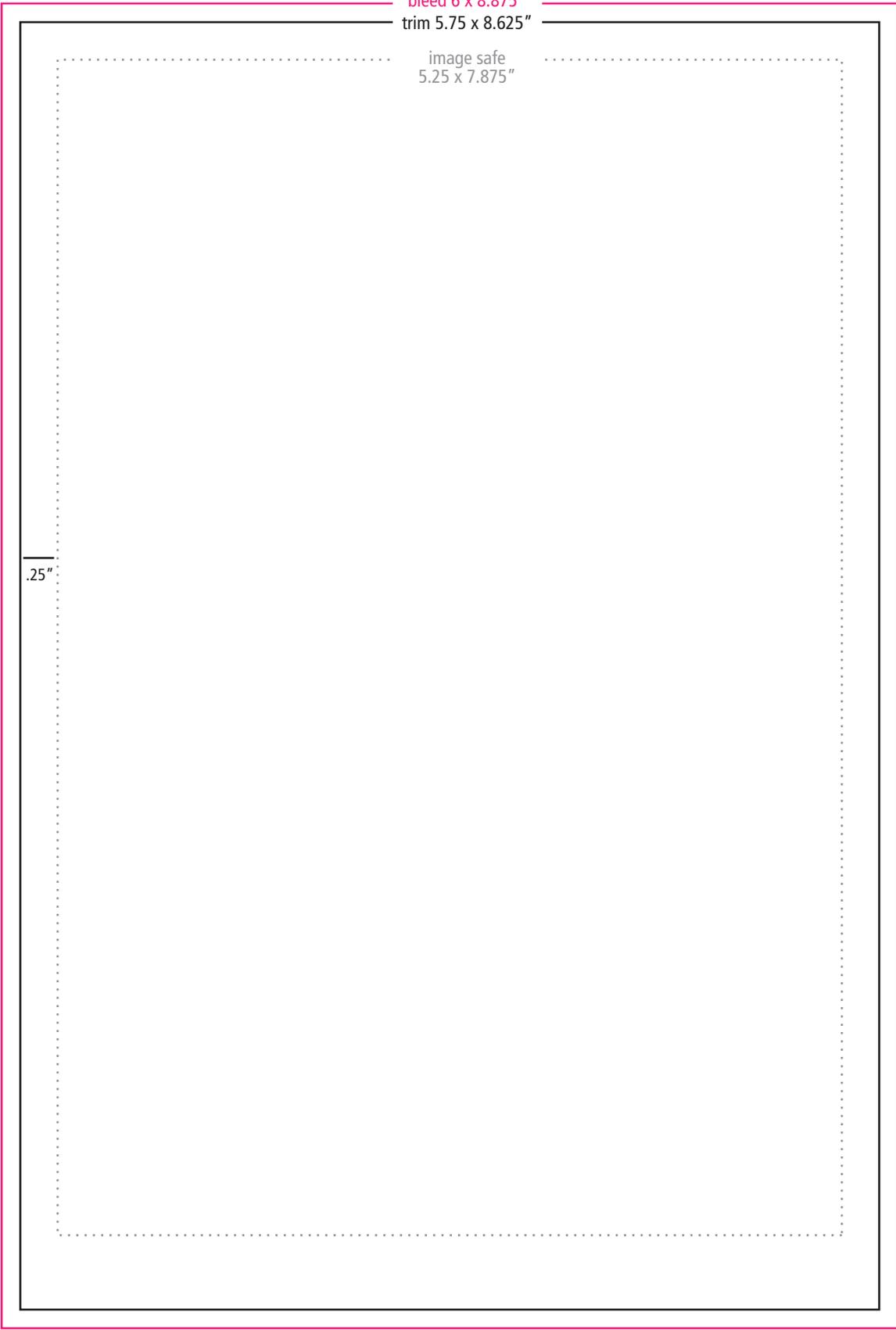Avoid leaving blank spaces in the file names and do not use 00 as your first page number.

Delivery

Because we will be dealing with large files, we ask that you transfer your pages using FTP. Download a client (Cyberduck for Mac, Core FTP for PC) and use the following configuration to connect:

    Server: ftp.foolproofart.com
    Username: uploader@foolproofart.com
    Password: inb0und

Uploading is as easy as selecting your files from your computer's window pane and selecting "Upload" from the menu. Send a follow-up email to Dave and Shelli once complete.

Thank you!

bleed 6 x 8.875"
trim 5.75 x 8.625"

image safe
5.25 x 7.875"

.25"

BLEED: 6 x 8.875"

TRIM: 5.75 x 8.625"

MARGINS: .25" (.5" footer)