INBOUND
SUBMISSION GUIDELINES 5

Below are the guidelines for submitting comics to the Inbound anthology. It is crucial that every submission adheres to these specifications. If you have any questions after reading the guidelines, please contact Shelli Paroline (shelligator@gmail.com) for help.
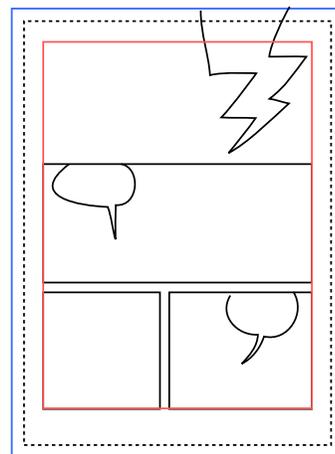
CHECKLIST

Before submitting, check your files:

1. 300 dpi
2. Grayscale
3. Layers are flattened
4. Named appropriately: *yourlastname_page#.filetype*
5. Saved as a PSD or Tiff file.

IMAGE ADJUSTMENTS

SIZING If you draw your pages larger (recommended), the digital pages you submit must be scaled. Consider **Trim Size, Margins** and **Bleed** (if applicable) before you begin drawing.

- **Trim Size: 5.75" x 8.625"** The trim refers to the actual size of the pages as they appear in print. Your digital files must match these be dimensions at 300 dpi.

- **Live Area:** Include a 1/4" top, right and left margin and 1/2" bottom margin between the trim and your comic frames, art, word balloons, etc. Your comic is therefore placed within a **5.25" x 7.875"** live area on the page, ensuring it is not trimmed during print production.

- **Bleed:** For comics with art that extend past the live area to the edge of the page, an **1/8" bleed** must be added to all four sides of the trim size. "Bleed" is a printing term for the space around the printed sheet that is trimmed off.   If your comic has elements that go to a page's edge, such as a background, the image must extend into the bleed area. The final size of a full-bleed document is **6" x 8.875"**.
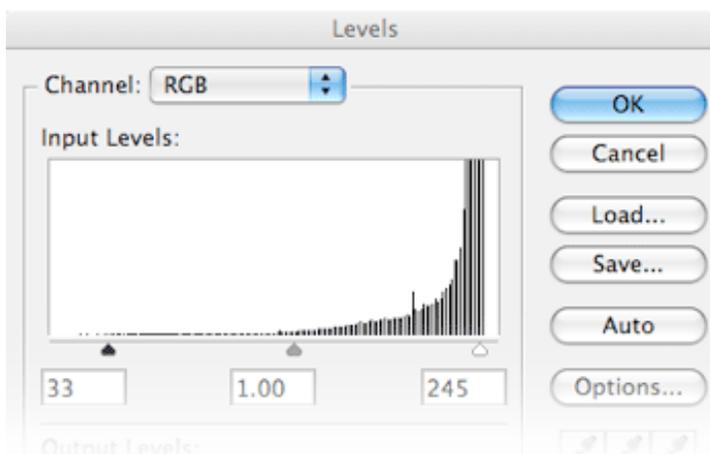

SEE PAGE 3 FOR A PAGE TEMPLATE

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

COLOR MODE: For traditionally produced comic pages (pencil and ink on paper) scan your pages at 1200 dpi in Black and White mode. Adjust the threshold in preview mode to achieve the contrast you want. Bring these scans into an image editor program, such as Photoshop, convert to **Grayscale** (**Image > Mode > Grayscale)**.

If you are scanning in Color or Grayscale mode, your files may need additional adjustments to achieve a high contrast grayscale image. 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 to **Grayscale.**
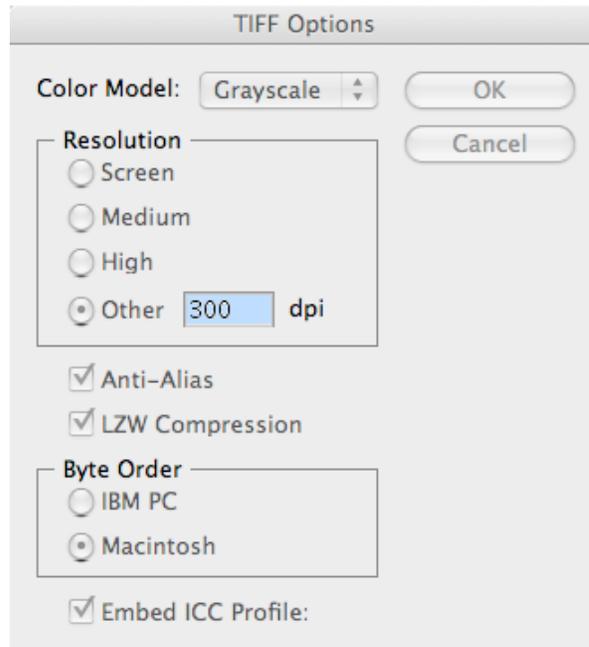
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EXPORTING / SAVING

FILE-TYPE: To ensure print quality, we require your files to be in **PSD or TIFF format**. If saving from Photoshop, be sure to flatten all layers and text (**Layers > Flatten Layers**). Please note: For digital lettering it is recommended that you use Illustrator over Photoshop. When saving from Illustrator, convert your vector art to bitmap by exporting your files to Tiff format. Choose **File > Export...** and select "TIFF" for your format. Select the following from the Tiff Options pane:

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 or the FireFTP plugin for Firefox) and use the following configuration to connect:
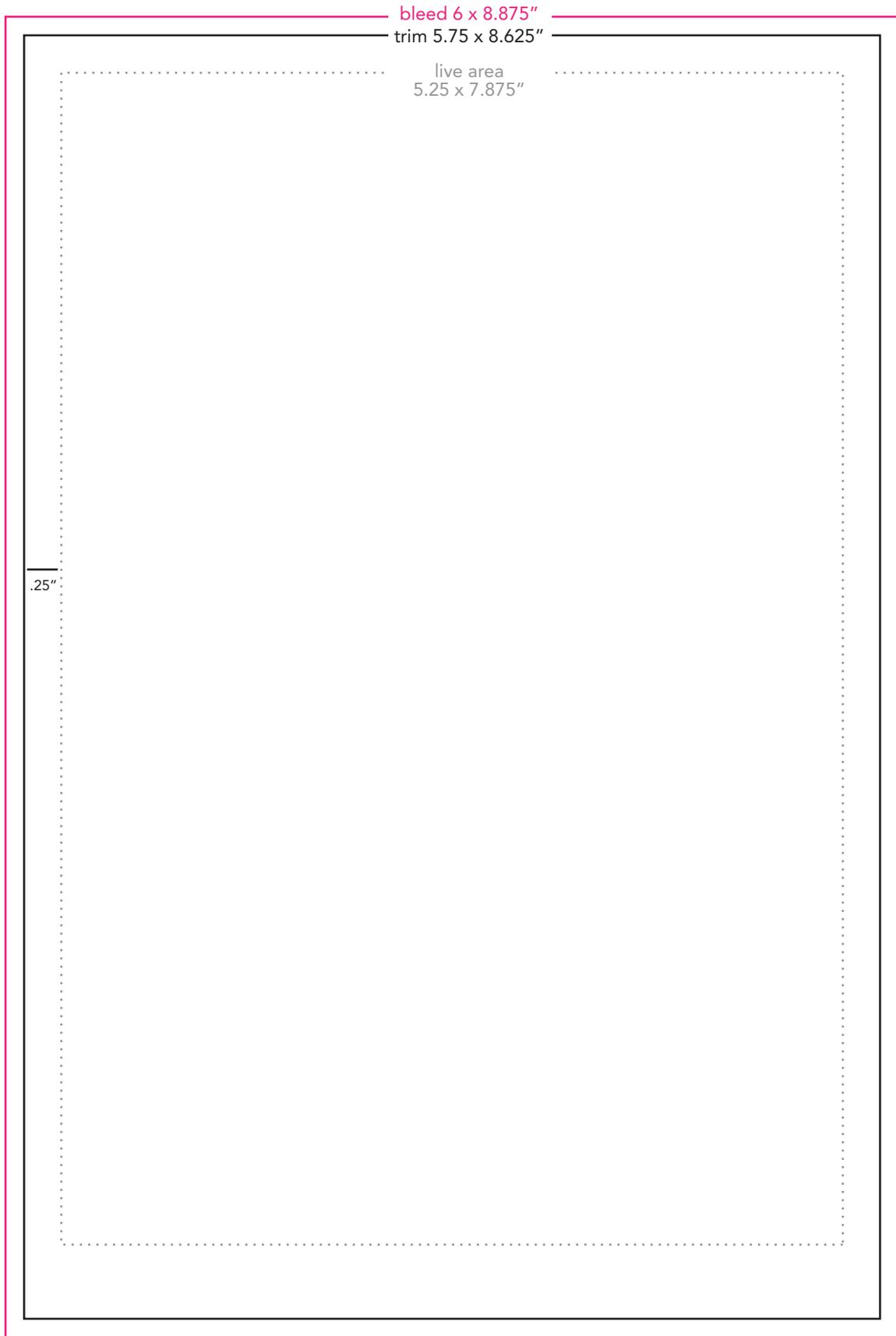
> **Server:** ftp.bostoncomicsroundtable.com
> **Username:** inbound5@bostoncomicsroundtable.com
> **Password:** B0st0nia

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 Shelli (shelligator@gmail.com) once complete.

Thank you!

bleed 6 x 8.875"

trim 5.75 x 8.625"

live area
5.25 x 7.875"

.25"

BLEED: 6 x 8.875"

TRIM: 5.75 x 8.625"

MARGINS: .25" (.5" footer)