

ELECTRONIC SUBMISSION GUIDELINES

Authors are asked to submit new manuscripts online through Rapid Review (www.rapidreview.com), where they can track their manuscripts from submission through acceptance.

Preparing computer files in one of the preferred computer applications increases the likelihood that graphics will be rendered correctly. Success in translation depends upon the complexity of the document. If submitting by mail, please also provide high-quality laser prints for scanning in case translation problems occur. Do not provide graphics in word processing programs.

Low-resolution files may be submitted for reviewing purposes but final files for print production must be high resolution. It is best to create high-resolution graphics and then generate a low-resolution version for Web review purposes. Low-resolution graphics transmit faster. Keep in mind that once the illustration is created, resolution can be decreased but not added.

SUBMISSION FORMATS

For detailed information see <http://cjs.cadmus.com/dapages/macapps.html> and <http://www.rapidreview.com/AAPG2/GUIs/moreaboutfileformats.htm>

Text and Tables

Microsoft Word
WordPerfect
PostScript or PDF from TeX or LaTeX
RTF

Graphics

TIFF or EPS created from the following supported applications

Adobe Illustrator
Adobe PhotoShop
Corel Photo-Paint
Corel Draw
Claris Draw
Deneba Canvas
Macromedia Freehand
Powerpoint

Reviewing Purposes

All the previously listed applications plus
PDF
PostScript

FILE PREPARATION

Text

Save text files in their original application.

Tables

Save tables without rules and borders. Do not create or embed tables in the text file. Save each table as a separate file.

Graphics

- Save graphics files in the EPS format with a Macintosh preview (color preview for color files), when possible. Otherwise, use TIFF (color files as CMYKTIFF). Include native application files.

- Save graphics at the recommended resolutions for acceptable quality for printing. Resolutions in graphics files must be at least

 - 300 dpi for halftones

 - 600 dpi for lettering

 - 1200 dpi for line art

 - Do not use fonts to create patterns within figures.

- When graphics files are placed into other graphic files, both files must be provided for printing and editing. Please include the final combined figure and a separate file for each placed graphic.

- Send color proofs for illustrations that are to be produced in four color (CMYK).

- Avoid saving color graphic files in the TeachText or SimpleText applications.

- File compression is encouraged. Use either Winzip (Windows) or Stuffit (Mac). Do not use JPEG or LZW compression.

GRAPHICS NOTES/TIPS

All graphic files are converted to Photoshop TIFF, or Illustrator EPS format for publication in the journal. Once converted, text and patterns may change or disappear. Fonts may be substituted and patterns from CorelDraw, Canvas, or FreeHand may not match the original after conversion due to differences in the software availability of patterns for printing. During the galley review stage, authors must examine figures closely and point out any discrepancies that may change the figure meaning so the image can be scanned instead.

MEDIA REQUIREMENTS

Label your disk(s) with your name, contents, and the names of the applications and platform used. We can use (in order of preference)

- Iomega ZIP disks

- CDs (compact discs)

- Macintosh disks formatted at 400KB, 800KB, and 1.4MB

- PC-compatible disks (3-in.) (DD, 720KB and HD, 1.44MB)

Do not submit extra-high density disks (EHD, 2.88MB).

If you have any questions about how to submit your digital text and graphics, browse the Cadmus Web site (<http://www.rapidreview.com/AAPG2/GUIs/moreaboutfileformats.htm>) or contact Paula Sillman, AAPG Editorial Assistant, P.O. Box 979, Tulsa, OK 74105. Phone: (918) 560-2625; Fax (918) 560-2632; E-mail: psillman@aapg.org.