

## Submission Guidelines for Authors

### **Oz**

Journal of the College of Architecture, Planning, and Design  
13 Seaton Hall  
Manhattan, Kansas 66506-2901

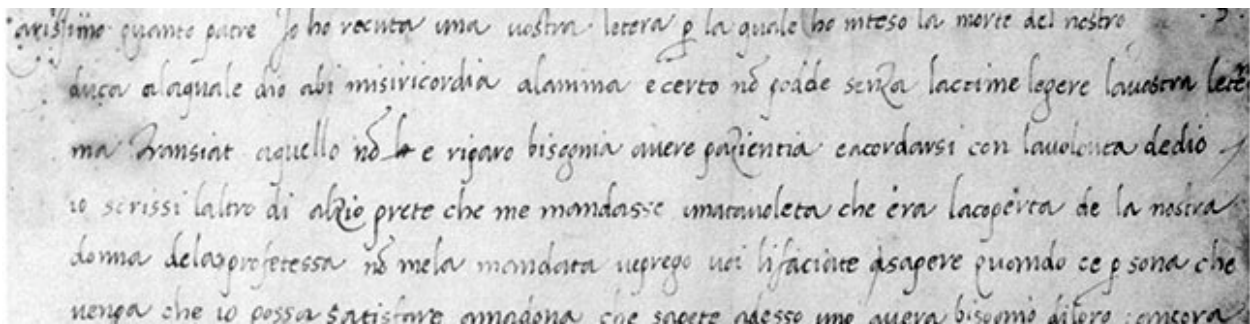
E-mail        *ozjnl@ksu.edu*  
Telephone    785-532-7996  
Fax            785-532-6722

Hard copy or digital files on disc may be sent to the address above. Digital files of less than 10MB may be e-mailed to us at the address above. Our university limits the size of files we can receive; if your submission is above 10MB we have several workarounds—please contact us so we may discuss alternatives.

We make every effort to safeguard your valuable drawings, slides, photographs, and other materials. They will be stored in their original packing material away from light, dust, and excessive handling. We will return original drawings, slides, and photographs promptly after printing. Digital submissions and typed manuscripts are not normally returned.

Our journal has high standards for the presentation of text and graphics. We have assembled the following guidelines to assist in preparing your submission.

### **Text**



Please avoid using elaborate style sheets during document preparation. If placement of illustrations is critical to a particular passage, include a reference (“Figure 1,” “Figure 2,” etc.), name the illustration file (or label the photograph) accordingly, and provide a list of captions (if appropriate) at the end of the document. We are happy to acknowledge the work of photographers or collaborators. Please key names to appropriate illustrations and/or include a list at the end of the text.

*Oz* uses the *Chicago Manual of Style* as our style book for writing, spelling, and punctuation.

Best Formats for Digital Submission  
.doc or .docx (Microsoft Word format)  
.rtf (Rich Text Format)

Best Format for Non-Digital Submission  
Typed manuscript (double spaced, if possible)

## Photographic Images

---



Images captured with a digital camera provide the crispest, best resolution. We prefer TIF or PSD formats whenever possible, however JPGs are readily acceptable.

Images scanned from a photographic print require a high-resolution scan. Please refer to *Digital File Dimensions for Printing Purposes* at the end of this document for guidelines.

Images scanned from books must meet these same resolution requirements. If scanning an image from printed matter, please use the scanner's built-in descreening capability (when available) to avoid moiré patterns stemming from the halftoning process.

Please note that it is the author's responsibility secure copyright clearances.

### Digital Submission Formats

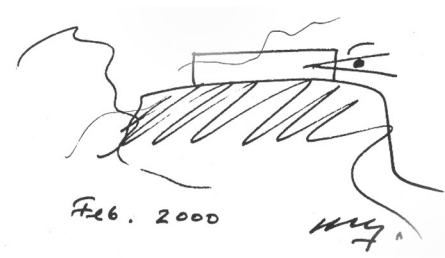
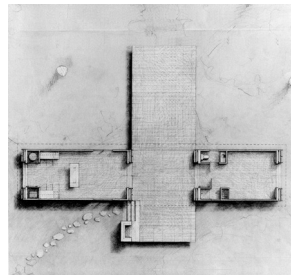
.tif (preferred)  
.psd (Adobe Photoshop)  
.jpg

### Non-Digital Submission Formats

Photograph (original print on glossy paper preferred)  
35 mm slide  
2¼" × 2¼" or 4" × 5" positive transparency

## Hand-Drawn Sketches and Renderings

---



We can accept original drawings smaller than 11" × 17" (A3). We will scan them and return the originals after we complete the layout process.

Digital scans are also acceptable. Black and white sketches should be scanned using a *grayscale* setting (rather than either *bitmap* or *black and white*). Scans of sketches require high resolutions in spite of how simple they may appear. Please refer to *Digital File Dimensions for Printing Purposes* at the end of this document for guidelines.

### Digital Submission Formats

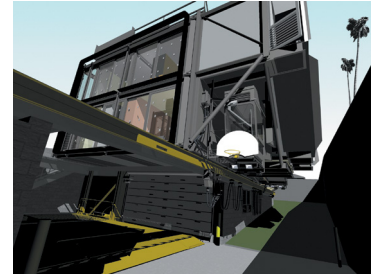
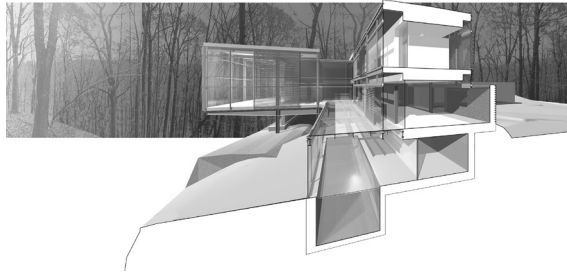
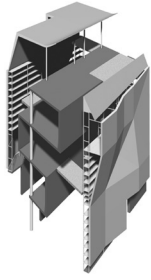
.tif (preferred)  
.psd (Adobe Photoshop)  
.jpg

### Non-Digital Submission Formats

Original, if smaller than 11 x 17 inches (A3)  
PMT of original drawing  
Photograph of original drawing (glossy paper preferred)

## Digitally-Created Views and Renderings

---



Essentially these should be treated as photographic image files. If the image has been re-worked in Photoshop, Illustrator, or another application, please consider flattening the image (removing all but the essential layers). Un-rasterized or unembedded text can present problems if we do not have access to the same font(s).

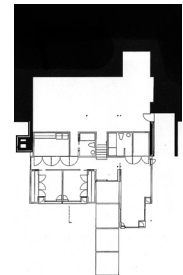
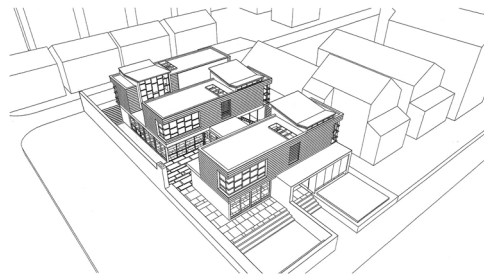
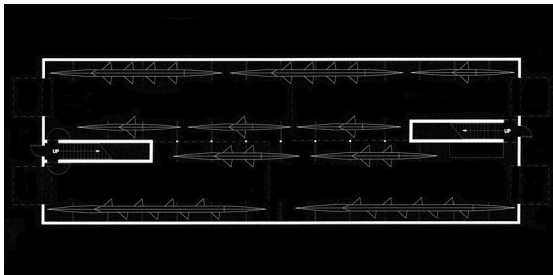
These images require a high-resolution file. Please refer to *Digital File Dimensions for Printing Purposes* at the end of this document for guidelines.

## Digital Submission Formats

.tif (preferred)  
.jpg  
.psd (Adobe Photoshop)

## Line Drawings

---



For optimal reproduction, vector graphic files work best for line drawings. CAD drawings should be exported to a PDF format and all fonts should be embedded (saved in the file). Illustrator files are also acceptable, but again, please embed the fonts or remove text entirely. Please consider line weights before you export the file. Drawings will no doubtedly appear at smaller size in the journal and ultra-thin lines have a tendency not to print. Authors may wish to beef up line weights before submitting files (this is especially true of white lines on a black background—printing ink tends to bleed and fill in tiny white line work, even on coated paper stock).

Original drawings may also be submitted if smaller than 11" × 17" (A3). Original drawings will be returned after we complete the layout process.

## Digital Submission Formats

.pdf (preferred)  
.ai (Adobe Illustrator)  
.eps

## Digital File Dimensions for Printing Purposes

---

In order to achieve optimal printing quality, *Oz* sends image files to the printer at a resolution of 300 dpi. Authors, however, do not need to worry about *resolution* (dpi) as we will optimize each image during the layout process. What is important, however, is *the number of pixels making up the width of the image*. As the chart below shows, an image that occupies one column in the layout will be 2 inches wide (5.1 centimeters) and therefore must have at least 600 pixels in width to print crisply.

Executive summary: send files at maximum pixel dimension possible (note *pixel dimension* does not equal *dpi* for printing purposes).

Columns Image Takes Up in Journal	Width of Image in Journal (Inches)	Width of Image in Journal (Centimeters)	Minimum Number of Pixels Needed for Optimal Printing (width)
1	2	5.1	600
2	4.25	10.8	1300
3	6.5	16.5	2000
4	8.75	22.2	2700
Full Page or Cover	10.5	26.7	3200