



## PUBLICATIONS

## Digital Art Submission

CMA Publications encourages the submission of graphic art for advertising and journals in electronic format. Digital art files should meet the following specifications.

Please indicate Journal \_\_\_\_\_ Manuscript number \_\_\_\_\_ Author name \_\_\_\_\_

### Checklist (please read all items)

- ✓ **Submit this form, with the electronic file(s)**, by the deadline for the article or advertisement
- ✓ Please **fax a print-out** of the file for verification purposes to:  
Editorial 613 565-2382  
Classified Advertising 613 565-7488
- ✓ For **colour graphics files**, also send a high-quality laser print-out by courier or mail (to meet the deadline)
- ✓ **If the electronic file is unusable** for any reason, you will be asked to supply original art or data points
- ✓ **If no electronic file exists**, please submit the camera-ready art only (do not scan art)
- ✓ **Send the original file** in the native format of the application in which it was created (see file formats accepted, below)
- ✓ **Do not scan graphics** to create an electronic file
- ✓ **Do not send clip art** from an application such as Microsoft Word
- ✓ **Do not send files with embedded TIFF images**
- ✓ **Large (more than 1 MB) files sent by email must be compressed** using either Stuffit or Zip (each final compressed file should be less than 1 MB)
- ✓ Indicate the **file format and compression type** in an email message or on a label
- ✓ Include applicable **fonts** (see File formats accepted)

### Media (please indicate medium used)

Send digital art files:

- as an attachment to an email (less than 1 MB)
- on PC or Macintosh diskette (1.44 MB high-density)
- on Zip disk (100 MB only)
- on Syquest (44 or 88 MB)
- on CD-ROM
- by posting to an FTP site and informing us where it may be retrieved

### File formats accepted (please indicate file format)

- CorelWordPerfect (objects created with drawing function, no clip art)  
Mac ver. 3.5, PC ver. 9 or earlier
- Microsoft Word (objects created with drawing function, no clip art)  
Mac Word 98, PC Word 97 or earlier
- Microsoft Excel  
Mac Excel 98, PC Excel 97 or earlier
- Microsoft Powerpoint  
Mac Powerpoint 98, PC Powerpoint 97 or earlier
- Quark Xpress  
Mac ver 4.1 or earlier, must include fonts and collected images
- CorelDraw  
PC ver. 6 or earlier
- CorelPhotoPaint  
PC ver. 6 or earlier
- Adobe Illustrator  
Mac ver. 8 or earlier, must include fonts and images (if type has not been converted to outlines)
- Adobe Photoshop  
Mac or PC ver. 5.5 or earlier, must include fonts
- GIF – high quality, 300 dpi, do not colour correct
- JPEG – high quality, 300 dpi, do not colour correct
- TIFF (photos only, no text, 300 dpi)

If one of these file formats is not available, we will accept  **EPS** (not scanned) or  **PDF** (see Distiller settings, attached)

### File formats not accepted

- Clip art (any application)
- TIFF (text or line art)
- Bitmap image from Paint programs (.bmp)
- Ventura Publisher
- Macromedia FreeHand
- Adobe PageMaker
- Adobe InDesign
- Deneba Canvas
- ChemDraw Pro
- Syndergy KaleidaGraph
- ClarisDraw
- CricketGraph
- Microsoft PhotoDraw (.mix)

We will **acknowledge receipt** of your digital art submission within a few days. If you do not hear from us, please confirm that the file has been received. **Questions?** Email us at [pubs@cma.ca](mailto:pubs@cma.ca)