# Martlet Graphics Guidelines

## GETTING STARTED

If you have not already, please read and sign our volunteer agreement so we are on the same page. Go here: http://www.martlet.ca/get-involved/volunteer-agreement/ to take a look and sign.

To start volunteering, shoot our Graphics Editor an email at graphics@martlet.ca. Feel free to include some examples from your portfolio and talk about what topics you enjoy illustrating and how often you want to contribute.

## DRAFTS AND PROCESS

You'll be sent articles that need illustrations between Monday and Friday. Drafts are due the **Saturday** before publication. Drafts are extremely important as they let us know what you are thinking. We'd just like a phone photo of a one-minute pencil sketch.

Final drafts of illustrations are due **Monday at 4 p.m.** The paper is put together on Tuesday, printed on Wednesday, and distributed on Thursday.

If there is any reason you can't make your graphic please let us know. We'll have you covered if things come up; we just need to know as soon as possible if we need to assign the graphic to someone else.

## RESOLUTION

Image resolution is just as important as the image itself, without the proper resolution any image will be unprintable.

- If the image is digital it should be at least **3000 pixels wide** at **300 dpi.** You can choose these settings in the pop-up dialogue box when you create a new image file in your graphics editor.

- Images on paper should be scanned in at **300 dpi** if they're about 10 inches wide (the size of a regular A4 piece of printing paper)
- If your images are 5 inches wide or less on paper scan them in at **600 dpi.** This is so that in the end the cropped image will still be at least 3000 pixels wide.
- Images should be **PNGs, TIFFs or JPGs.** If saving as a JPG, save with the highest quality setting to avoid loss of image data.
- **Landscape format** images are generally easier for the production team to use.
- Editorial graphics are always square (e.g. 3000x3000 pixels)

Don't feel bad if your image gets cropped or occasionally omitted in the printed paper – it isn't your fault, it can just be difficult to fit everything onto the page. All graphics will be fully displayed online.

If you don't have a scanner drop by the Martlet office and we'll show you how to use ours!


## HOW TO CHECK RESOLUTION

In order to find an image's resolution open it in any image editing or preview program and check its properties.

On a Mac, open the image in Preview and press Command+I, this will display the image's profile information. From there it will tell you the DPI of the image.

On a PC, open the image in Windows Photo Viewer and press Alt+Enter, this will display the images properties. From there you will see the horizontal and vertical resolutions under the Image section.


## SIGNATURES

While it is common for artists to have signatures in their work it is often distracting when in print. We are somewhat flexible on this, so please talk to us if you have any concerns or questions. Signatures in comics are fine.


Please drop by the Martlet office or email the Graphics Editor, Volunteer Coordinator, or Production Coordinator if you have any questions!