

*Texas Architect* accepts digital images for editorial consideration. These specifications will ensure that your images reproduce with the best possible image quality.

### Photography Specifications for Print Production

Professionally photographed images are mandatory.

Send as wide a range (and as many) photos as possible, including both exterior and interior shots where appropriate. Also send images at a variety of scales — that is, ranging from overall shots of the project to close-ups of details. The more the better.

#### Photo Resolution/Size

The original image must have a native resolution of at least 300 pixels per inch. Native resolution in this case means the image size from the camera, not enlarged via any software. We recommend that all images for editorial consideration be shot at the highest possible resolution.

Please submit images at the largest size available, with a height and width of at least 9.5" x 11.125" when possible. No cropping is necessary.

If possible, please provide both high-res images for reproduction and low-res images (125 dpi) for comp and preview.

#### File Format

Our preferred format is a 16-bit RGB TIFF file saved without compression. If you apply layers or adjustment layers, flatten your image to a single layer. If you color-correct or run filters on your images, supply an unadjusted version of the same image as well.

Other acceptable formats are Photoshop (.psd) format and high-quality/low compression JPEG (.jpg). For JPEG files, use the lowest possible compression settings. The high-quality setting (10 or 12) works best.

All RAW formats should be converted to TIFF, JPG, or Photoshop format.

#### Digital Image Checklist

- All photography is in high-resolution (300 dpi) format (TIFF, JPG, or Photoshop)
- Low-resolution (125 dpi) versions of each image are supplied for placement only
- If you color corrected, unadjusted versions of the images are included as well
- Files are labeled correctly
- Floor and site plans are enclosed (both keyed with directional notation and unkeyed for each item)
- Other sketches, concept photos, and/or elevations are enclosed

#### Printed Materials

- Hardcopy site and floor plans are enclosed, including a keyed and unkeyed version of each
- Original prints/transparencies are labeled

#### Captions and Labeling

Please embed your name, email address, and telephone number on each image file that you include by entering this data in the "File Info..." dialog box in Photoshop.

Please rename your image files to include the name of the project and a short description. For example, if your camera names an image file C638.tiff, rename it to "WhiteHouse\_front\_lawn.tiff."

Include photographer credit(s) in a separate document. If there are multiple photographers, please reference the image file names for each or include the photographer in the naming convention.

#### Original Printed Materials

If your only available image is a print or a transparency, please allow us to scan your image from the original to preserve its quality. Label all slides, transparencies, and prints with your name, mailing address, and phone number. All original images will be returned upon publication.

#### Drawing File Specifications for Print Production

##### Plans/Siteplans/Elevations

Simple black and white line drawing vector files are preferred. Feel free to reference the style of our plans in a previous issue of *Texas Architect*.

Please submit plans and sections as layered DWG or Adobe Illustrator files. Newer versions of AutoCAD files should be saved down to 2007 in order to be compatible with our software.

Include only the basic layers (floor plan, interior layout, site plan, landscape, etc.), and do not include layers such as mechanical, electrical, plumbing, furnishings, labels, etc.

If you are unable supply DWG or Adobe Illustrator files, please export plans from AutoCAD or VectorWorks as EPS files. (Conversion to EPS in Photoshop will not work.)

##### Keyed Files for Reference

Be sure to include a keyed version of each plan with directional notation. This is for our reference, and a PDF file works best. The key can be as detailed as necessary; *Texas Architect* will create our own version for publication. Color copies/printouts are not acceptable for reproduction but may be supplied for reference.

#### File Submission

*Texas Architect* accepts image files on CDs, DVDs, or USB drives, or via a file sharing program such as Dropbox. All CD and DVD media should also be clearly labeled with your name, email address, and telephone number. If you would like to have your discs returned to you, please include a self-addressed mailer with sufficient postage. We cannot accept files via email.

Below is a list of materials to send to *Texas Architect* for the publication of your project. See our Digital Image Guidelines for detailed specifications and troubleshooting.

Please send all materials to arrive by the date listed on your Release Form.

## Images

### Photographs

Professionally photographed images are mandatory.

Photography should represent the totality of the architecture and reflect its effect on the environment, which could include images of people moving within the space, the context of the structure within the community, or the sustainable features of the building.

**Quantity:** Send as wide a range (and as many) photos as possible, including both exterior and interior shots where appropriate. Also send images at a variety of scales — that is, ranging from overall shots of the project to close-ups of details. The more the better.

**Specifications:** Digital images MUST be no less than 300 dpi and are preferred at a *minimum* dimension of 11.125 inches on the longest side. Please see our Digital Image Guidelines for more details.

**Photographer credits:** If your photographs are taken by several photographers, label each piece with the photographer's name in order for them to receive proper credit. Original documents will be returned if requested.

If you have questions or concerns about releasing original photography, contact us at 512 478 7386.

### Floor Plans, Site Plans, and Other Pertinent Drawings

**DWG or Adobe Illustrator files for press:** Simple black and white line drawing floorplans and siteplans are preferred. Submit floorplans and siteplans as layered files. Include only the basic layers (floor plan, interior layout, site plan, landscape, etc.), and **DO NOT** include layers such as mechanical, electrical, plumbing, furnishings, etc. DWG plans must be unkeyed (no labels present on the plan). Please see our Digital Image Guidelines for more details.

**PDFs for reference:** Be sure to include a keyed version of each plan with directional notation in PDF format. The key can be as detailed as necessary; *Texas Architect* will create its own version for publication. Color copies/printouts are not acceptable for reproduction but may be supplied for reference.

**Drawings:** Also include other drawings pertinent to your project, including sketches, elevations, and sections, as well as drawings of details. Digital files for drawings must adhere to the plan or photo guidelines above.

## Documents

### Project Release Form

Please sign and date the form.

### Credits/Resources

Complete as much of the attached Resources Form as it relates to your project. We cannot publish your project without a complete list of resources. Only digital, typed forms on the provided Resource Form will be accepted. *Texas Architect* must receive an electronic copy of this completed form via email or submitted with the other items below on disc.

### Project Description

This information can come in any form you choose, but please provide the basic details: project size, client, cost, scope of the program, location, any site considerations, and a description of the design solution.

You may also wish to include further information you feel is interesting or pertinent. This information will be provided to the author. *Texas Architect* must receive an electronic copy of the description via email or disc.

## How to Submit Files

**All of the items on the checklist above should be sent to *Texas Architect* by the date listed on your release form.**

**Disc/USB:** A CD, DVD, or USB drive with your materials can be mailed to the assistant publisher at the address below.

**Download:** We will be happy to download the materials from your company's file share if you email us the login information, or from a file sharing program such as Dropbox, WeTransfer, YouSentiIt, etc.

For more information

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