

# Geo Prose Project Guidelines

The following is a list of considerations and guidelines for preparing a project for editing, design, and production by Geo Prose.

## General

Please send the answers to these questions to Ellen Kappel (ekappel@geo-prose.com, phone/fax: 301.229.2709).

- Who is the principal technical point of contact?
- Who has budget responsibility?
- Who will be responsible for printing the report? Will Geo Prose provide printer-ready files, or will Geo Prose seek printer bids? Who will be reviewing the printer's proofs? Who will be paying the printing bill?
- Is there an absolute deadline? Is the report needed in time for a specific meeting, etc.?
- How many pages of text will there be?
- How many figures will there be?
- Are the figures in final, printable form or will they need to be cleaned up and/or redesigned?
- Will you need any new figures to be drafted?
- How many tables will there be?
- Will there be any appendices?
- Will your document have a special size, fold, or pocket?
- Will there be a CD-ROM included?

## Text

Preparing the text file for your project as suggested below will aide greatly in editing, design and production.

- A Microsoft Word document is preferred, but text formats readable in Word are acceptable.
- Figure locations should be clearly indicated within the text.
- Sections and headline and subhead levels should be clearly indicated.
- Be sure to include the full names and affiliations of the attendees, conveners, and/or steering committee.
- Provide specific wording if a funding acknowledgement is required.

## Graphics

- Make sure you know the origin of each graphic. Has it already been published? If so, provide a full reference, including the figure number in the original publication, as we may have to ask for copyright permission. If not published, author(s) and affiliation(s) only are required.
- Graphics can be submitted in several formats:
  - Vector-based graphics (such as created in Adobe Illustrator and Deneba Canvas) should be submitted as eps files. Please be sure to save the graphics as eps files – there is a chance that we will not have the program or the program version used to create the graphics.
  - Rasterized graphics (such as photos or scans) should have a resolution of **at least** 300 dpi (also called ppi –pixels per inch) at final print size. Scans must be clear, not blurred or pixelated. FYI, do not plan to use any web graphics in your printed document — almost all graphics posted on the web are low resolution (72 dpi) and will not be usable. Rasterized graphics may be submitted in several formats: Photoshop, tiff, jpeg, or bmp. Please do not send gif formatted files.

- Graphics created in MS PowerPoint are not usable as PowerPoint files and are often very difficult (sometimes impossible) to convert to an acceptable format. If the graphics were embedded in (instead of created with) PowerPoint, please send the original graphics in one of the formats described above. If the graphics were created within PowerPoint, export and save the graphics as pict files. If this does not work, the graphics will need to be redrafted in a different program.
- Graphics embedded in MS Word are not acceptable as they cannot be used in the page layout program or the printing process. We will need the original graphics provided.
- Naming convention
  - Please use the following convention as much as possible when submitting graphics:  
“project\_fig#\_contributor.extension”
  - For example, “earthscope\_fig1\_jones.eps” or if there are multiple graphics from one contributor, “iodp\_fig1\_smith1.tif” and “iodp\_fig2\_smith2.eps”

## Submitting Files to Geo Prose

- Files can be emailed to Geo Prose, though individual attachments are limited to roughly 8 Mb.
- We can download graphics and text files from any ftp or web site. Just send an email to [ekappel@geo-prose.com](mailto:ekappel@geo-prose.com) with directions on where to go and what to download. Unfortunately, we can no longer offer the option of uploading files to the Geo Prose site.
- You can place your files on a CD and send them by regular mail. The Geo Prose address is 5610 Gloster Rd., Bethesda, MD 20816.