Editorial Assistant checklist for submitting art packages to the Illustration Dept.

THIS IS TO BE USED FOR EVERY BOOK

○ Provide author with URL to the Illus. Dept. web site
   http://ora-design.ora.com/illus_dept/!techillus.html

○ Inform the author that test files should be submitted BEFORE all of the art for the book is created

○ Submit test files to the Illus. Dept for review

○ Provide the author with the test findings/If adjustments are needed, new test files are needed

○ Submit a copy of the tech review and an ORGANIZED figure list to the Illus. Dept.

○ Submit any electronic files to the Illus Dept. named according to the figure list

○ Before submitting to Production, ensure that all of the figures are present and in order

There will always be exceptions to the rule, but this check list should be used from now on. Any special cases should be addressed beforehand with Robert Romano. Books that do not meet these criteria will not be allowed into Production.

Any questions should be directed to Rob Romano romano@oreilly.com