

Illustration Department/Editorial Assistant overview for all books

As O'Reilly grows as a publisher, the number of publications will be increasing. In order for the Illustration Department to keep up with the growing demands, it is important to submit well-organized art packages with your editors' books. The mission for the Illustration Dept. is to produce high-quality, informative graphics with consistent with O'Reilly's high standards. Editorial Assistants need to respond to the additional number of titles in a manner that will allow the Illustration Dept. to continue to produce more and more figures in shorter periods of time. The tasks of tracking down missing figures, figure lists, and organizing the initial art packages is the job of the Editorial Assistant.

The following is a step-by-step list of what the Illustration Department's needs are and how to submit art packages. Please follow these guidelines for every book.

Author Is Signed

Please supply all new authors with the following information:

- The URL to the Illus. Dept's web site: http://ora-design.ora.com/illus_dept/!techillus.html
- Inform the author that O'Reilly produces and owns the rights to all of the figures used in our books unless specified in their contract. All art will meet with our standards for overall appearance. O'Reilly books are to look as uniform as possible.
- Inform your author of the exact trim width he or she will be working in. This will save time in redrawing figures.
ANIMAL books: 5" wide for figs
IN A NUTSHELL books: 4.5" wide for figs
If you are not sure, ask either the Illust. or Design Depts.
- Request test files at this time. Inform the author that figures fall into two distinct categories.
FIGURES: these are diagrams that are redrawn by the Illus. Dept. from the authors' sketches
SCREENSHOTS: these are electronic files that need to be of proper quality for print
PHOTOS: these should be discussed in advance of production due to the number a variables involved
Please remind the author to send any test files BEFORE they begin to assemble all of the art for their book. The point of testing files is to weed out any problems that may cause delays in the Production schedule.

Technical Review

Although a book may be considerably changed after tech review, this is where the Illustration Dept. will begin work on all of the figures. Please create a figure list and submit it at the same time as the tech review. Supplying figure lists at this time will help determine the amount of time needed to complete a draft before entering Production.

This is often risky because work the illustrator may accomplish during tech review could be altered, cut, or changed if the reviewers request changes to the author. Unfortunately, when there are a high number of drawn figures, the Illus. Dept. needs as much time as possible to get these in shape.

At Tech Review please supply the following information to the Illus. Dept.

- A figure list (as complete as possible)
- A copy of the Tech Review
- Any electronic files that were supplied by the author, all named appropriately

Production

Editorial assistants should work with the Illus. Dept. until the book goes to print. The Illust. Dept. is responsible for many books and projects and they will need your assistance in managing the hundreds of files that they are currently working on.

Production guidelines state that a book cannot be admitted into Production if there are any missing or misnumbered figures, and any books that do not have a complete art package will be returned to Editorial.