

# BVI Artist Requirements

The artist standards, sizes, and supplies specified in this document will make our job at BVI much easier and allow us to spend our time more wisely, while facilitating our primary goal of providing high quality artwork for those who use BVI resources to teach children.

## Digital Art

The following requirements derive in part from the firm specifications of our various end-product producers, both in print and digital formats. Therefore, artwork that fails to meet these requirements may not be approved.

- We produce resources that require illustration sizes of both 9 $\frac{1}{4}$ " x 12 $\frac{1}{4}$ " and 8 $\frac{3}{4}$ " x 8 $\frac{3}{4}$ " ; i.e. each illustration shall be submitted in both sizes, or shall be submitted in the 9 $\frac{1}{4}$ " x 12 $\frac{1}{4}$ " size with border lines indicating the 8 $\frac{3}{4}$ " x 8 $\frac{3}{4}$ " area to be cropped. This allows for a  $\frac{1}{2}$ " margin and  $\frac{1}{4}$ " bleed. In either case, please keep that 8 $\frac{3}{4}$ " x 8 $\frac{3}{4}$ " area as a focus of the most important illustration content.
- The title masthead on the front cover needs to be 5/8" from top and side borders, thus allowing for the margin and bleed.
- Spreads (two pages) should be 18 $\frac{1}{4}$ " x 12 $\frac{1}{4}$ " (for 9x12 size); and 17 $\frac{1}{4}$ " x 8 $\frac{3}{4}$ " (for 8 $\frac{1}{2}$ " x 8 $\frac{1}{2}$ " size, which again, allows for the  $\frac{1}{2}$ " margin plus the  $\frac{1}{8}$ " bleed.
- Please colorize each graphic in CMYK color mode. This will facilitate a truer reproduction of the color values in the professionally printed volume. Note: we have the capability to convert it to RGB for digital/web use.

Layering – is **EXTREMELY** important to allow BVI to produce teaching aids such as memory verses and activities (coloring pages, etc.), and to produce our materials in multiple languages:

- Each illustration will need to have black and white Line Art provided in a separate layer so that it is easily reproducible in a grayscale environment—i.e. crisp outer lines without interior shading to facilitate use as coloring pages, etc.
- All text, such as the Title on the Front Cover and the text on a Map page, etc., must be in a separate text layer from the map background. In addition, all text must be editable as text; i.e. it must not be rasterized. This is so that we can substitute text in other languages, including text using character fonts for non-Roman languages such as Mongolian, Telegu, Russian Cyrillic, etc.
- When adding color to build on the Line Art layer, colors and textures should be in separate layers to facilitate using elements of the graphic in other applications. Human figures and features such as important buildings should also be in separate layers for the same reason.

## Fine Art (watercolor, pastels, acrylic/oil paints and mixed media)

- We are asking that your paper size be no larger than 12" x 17"
- Artwork must contain a  $\frac{1}{2}$  in. border plus a  $\frac{1}{4}$ " bleed area around the entire artwork image; we cannot accept art that does not conform to these requirements.

## Black/White Line Art and Clip Art

- We are asking that your paper size be 11" x 14".

- Your image should be no larger than 10” x 10”, the universal size of our clip art images.
- Digitally colored clip art should be submitted in CMYK format

## Tools and Supplies

BVI recommends the entire line of Professional Prismacolor color pencils, markers and pastels, the Pantone Marker System, and Windsor and Newton watercolors, Dr. Martin’s Pigment Dyed inks and FW pigment dyed inks.

We realize that all artists have their favorite supplies. If you are working in color: watercolor, pastels, acrylic/oil paints, mixed media, there may be no need to change, *except your paper/image sizes*. But if you are working in pen and ink, it will be necessary to change to the supplies listed.

## Color Artwork

For those of you working in color (watercolor, pastels, acrylic/oil paints and mixed media), there may be no need for you to change your supplies, except your paper/image sizes.

Please use **ONLY** use white paper. Off-white, ivory or colored papers is harder to scan.

## Black/White Ink Artwork

We ask that you **ONLY** use the following products, (in order from most desirable to acceptable)

### Pens

1. Rapidograph ink pens by Koh-I-noor
2. Staedtler Tech pens
3. Pigma Micron Pens
4. Copic Markers: these are different than the pens
5. Copic Ink pens: a brush type pen: excellent but can only be found at: [www.bluelinepro.com](http://www.bluelinepro.com) also [www.joekubert.com](http://www.joekubert.com)
6. Nexus Art pen by Kohi-noor: this is a great ball point type pen

### Inks

1. Rapidograph ink by Koh-I-noor-black: (my favorite)
2. Rotring ink-black
3. FW-Artist Acrylic ink-black
4. Dr.Martins ink-black

Black ink **MUST** be opaque, lightfast and water resistant to waterproof, preferably pigment dyed.

## Paper

### Please do not use

1. Any type of Bristol board
2. Any type of drawing or sketch pad papers
3. Off-white or ivory and no colored papers
4. Nothing with a “tooth” to it, unless for pastels, watercolors or paintings

## Submitting Your Work

Please submit your illustration artwork, as you develop each one, to the addresses indicated in the following subsections. Each illustration will then be evaluated by the BVI staff, and you will be

contacted about any changes to be made. If you have any questions please contact Dave Spangler or Tom Luttmann by phone (717-859-1131) or email (dave@biblevisuals.org).

### **By Email**

Please submit digitally-generated artwork as follows:

- Cleaned B/W line art, as a .PSD files at 300 dpi or greater, one file per illustration
- Full color, layered art as a CMYK .PSD file at 300 dpi or greater, one file per illustration

You should submit only two files for each illustration, one line art and one full color. The full color file should contain the previously approved line art as a separate layer. Do not send any extra files.

Send files via email to dave@biblevisuals.org and cc: tom@biblevisuals.org.

### **By Mail**

If you generate hard-copy artwork, we prefer to have originals so that we can scan them directly at BVI. If you are too far (out of state) to visit the office, then we ask that you ship your artwork. You may ship the originals or scanned artwork on a CD. Please pack your artwork with great care. We suggest laying it between two pieces of cardboard first, then placing into a box. Please **do not** send color photocopies of any kind.

When shipping, please be sure to insure all artwork, originals or CD / DVD for a sufficient dollar value; specify tracking, etc. to ensure that your shipment is given priority handling. BVI cannot be responsible for artwork lost in shipping.

If you are sending your scanned artwork on a CD, please use CD-R's ONLY-- no CD-RW's.

For those of you who are digitally generating new or colorized artwork for us, please submit digitally-generated artwork on a CD / DVD as follows:

- Cleaned B/W line art, as a .PSD file at 300 dpi or greater, one file per illustration
- Full color, layered art as a CMYK .PSD file at 300 dpi or greater, one file per illustration

You should have only two files for each illustration, one line art and one full color. The full color file should contain the previously approved line art as a separate layer. Do not send any extra files.

Mail via USPS to: Bible Visuals International, P.O. Box 153, Akron PA 17501-0153; or via UPS to Bible Visuals International, 650 Main St., Akron PA 17501. For other carriers, use whichever of these two addresses is appropriate.

### **By File Transfer**

If your finished approved files are too large to send via email, arrangements can be made to submit these using Dropbox or other file transfer means. Protocols for transfer will be sent to you via email upon request.

Thank-you for using these standards for all artwork, and for being generous with your time and sharing your talents. Due to our continuing effort to improve the quality of the books BVI produces, we anticipate periodically implementing changes to this document towards the goal of maintaining high quality artwork for our illustrations.