



## ART SUBMISSION GUIDELINES

## **COPYRIGHT OWNERSHIP**

If you wish to use artwork provided by a third party, CM Almy requires written permission from the creator or copyright holder for the purpose you intend. This would include any images or files downloaded from the internet and not purchased by you.

## FILE FORMATS

When submitting your artwork to our art department for production, there is a good chance your graphic artist or art production department has the work on file in an electronic format that we can use. Please have your graphic artist provide the art in an **Adobe Illustrator** ".ai" or ".eps" vector format electronic file. These formats work well. If your artist works in **CorelDraw**, then the ".cdr" vector format is also acceptable. Other formats such as ".jpeg", ".bmp", ".tif", and ".psd" (Photoshop), do not work as well and should be avoided, if possible. *Please note:* re-saving one of these files as ".ai" or ".eps" does not change it to include vectors where none existed.

Electronic files may be delivered to us via e-mail, on CD or DVD, or online transfer service.