

GUIDELINES FOR ARTWORK

The Permanente Journal (TPJ) is always interested in considering artwork by health care professionals. If you would like to submit art for consideration for the cover or interior of *TPJ*, please use the following guidelines:

Submission should be a high-quality color photograph of your art no smaller than 4x5 and no larger than 8x10. For cover art submission, portrait orientation is preferred. For submission purposes, all that is needed is a low-res image file of 72 dpi jpg. However, should your artwork be accepted, you will be required to submit a higher-res image. Please complete a cover letter explaining your association with the health care field, art background, medium, size, and a brief statement about the artwork (description, inspiration, etc). Also include your contact information (address, phone & fax numbers, and e-mail address).

ARTWORK SUBMISSION INSTRUCTIONS

Artwork submissions are now being processed through Manuscript Central. If you are submitting artwork, your submission process will be truncated. If you are submitting more than one image, please process each image as a separate submission. You will be required to submit a higher-resolution image if your artwork is accepted for publication.

NOTE: Please read ALL of these instructions before beginning your submission process.

NAVIGATING THE SITE

If you have never submitted artwork to or published an article with *The Permanente Journal*, the first time you use the *TPJ* manuscript submission site, you will be asked to register for an account, which includes creating a user name (e-mail address) and password. Please save this information and do not share your user name and password. After setting up your account and logging in, you will reach a "Dashboard" specific to you. The Dashboard contains a section: "My Manuscript" that gives a quick-view of all manuscripts and artwork submitted, waiting to be completed, with decisions, etc. There is a link to create a new submission.

You may log into the system at any time to submit a manuscript or artwork or to check on the status of previously submitted material. To submit artwork or manuscripts for submission, click on: "✚ Click here to submit a new manuscript."

INFORMATION AND MATERIALS YOU WILL NEED

Quick Checklist

- Manuscript type – Click ARTWORK box
- Title
- Artist info
 - Full name
 - E-mail address
 - Mailing address
 - Telephone and fax number
- Cover Letter (optional)
- Image files – please submit only one image per submission

Before submitting artwork, please gather the following information and materials (listed in order requested):

- **Manuscript Type** – Please click on ARTWORK in the dropdown box
- **Title** – You may copy and paste.
- **Artist Info**
 - **Full Names** – First name (Given) and Last name (family or surname) (eg, Jane Q Artist or Q Jane Artist, not JQ Artist or QJ Artist)
 - **E-mail Address**
 - **Postal/Mail Address**
 - **Telephone and Fax Number**
- A **cover letter** is optional; however, you should use this opportunity to make statements about your artwork; eg, medium, size, inspiration, your art background, and any other statement that may be included in the "blurb" that goes with the art should it be accepted.
- You will also be asked for the "**Number of words,**" please indicate "0"—this is a required field.
- In **File Upload**, please submit a low-res image file (72 dpi jpg)—you will be required to submit a higher-res image if your artwork is accepted—and select "Image" as the file designation in the dropdown box. You may mail images to our production office (500 NE Multnomah Street, Suite 100, Portland, OR 97232) by submitting images offline—follow the direction at the bottom of the File Upload page.

Submit your artwork online at:

<http://mc.manuscriptcentral.com/permj>