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Guidelines for the Submission of Artwork and Tables

(With reference to four additional files: "sample artwork and table references"; "sample captions and illustrations list"; an "art inventory"; and "permissions info.")

All artwork, including photographs, line drawings, graphs, charts, and diagrams to accompany your text, should be submitted as digital files, not inserted into the body of your manuscript. The most common acceptable file types are JPG, TIF, and EPS files. Some unacceptable file types are PNG, GIF, and PSD. Tables should be included as separate Word files accompanying your final text, one file per table.

Contents

I. Basic Definitions

A. Artwork: Plates, Figures, and Maps

1. *Plates*: this category refers to photographs and illustrations that are reproduced, usually as full-page images, in a special, unpaginated section inserted in the middle of your book on glossy paper. If you would like to include such a color insert in your book, please check with our office before submitting your final manuscript.

2. *Figures*: this category refers to photographs (also called halftones), illustrations, and line art (typically simple black-and-white line drawings with no shading) that are found throughout your book and have a clear relationship with your text discussion. It also includes graphs, charts, and diagrams; these are best generated using computer programs such as Adobe Illustrator, which are based on vector graphics.

3. *Maps*: this category refers to geographical and/or topographical maps that sometimes have historical content; woodblock-printed maps from old books are probably best categorized as "figures" unless they are geographically and/or topographically accurate. Maps, like graphs and charts, should be generated using computer software and submitted as digital files.

For a few samples of line drawings, see the *Chicago Manual of Style* (*CMS*, 16th ed.), figs. 3.3–3.4; a photograph with accompanying line drawing is shown in fig. 3.6; a bar chart is illustrated in fig. 3.8, a graph in fig. 3.9, and a genealogical chart in fig. 3.10. These are just a few examples of the many kinds of graphs, charts, and diagrams that you can create to support your arguments.

B. Tables

Tables differ from figures in that they usually present information in numerical form. A simple table can give information that would otherwise require several paragraphs to present textually, and it can do so more clearly. Tables should be created in Microsoft Word and submitted as Word files. For a discussion of the role of tables and how to create them, see *CMS* chapter 3.

II. Technical Requirements for Photographs and Scans

A. **Digital photographs** should be submitted as .tiff or .jpeg files, with a minimum resolution of 300 dpi at the full size in which the image will appear in your book (the maximum text area is usually about 4 x 7 inches for a 6- x 9-inch book).

B. The minimum resolution for **scans of photographs and illustrations**[*] is 300 dpi at the full size in which the image will appear in your book, but 600 dpi is ideal. In other words, if you have a 4- x 6-inch photograph and you want it to appear at roughly 4 x 6 inches in your book,

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[*] Ideally, scans should be produced by a professional digital services studio (such as a professional copy shop or a library service) to ensure the highest quality for printing. If you decide to scan photographs yourself, please contact us to submit a test image before completing all scans.

you should scan it at a minimum of 300 dpi, but higher is better. If the original size of your illustration or photo is smaller than 4 x 6 inches, scan it at 600 dpi (and for such small illustrations please send us a test file to ensure they are suitable for print). When scanning, focus in on the actual photograph to be scanned, not the entire page or a page spread, and crop out any unwanted areas or rough edges. Save scans as .tiff or .jpeg files.

C. The minimum resolution for **scans of line drawings*** is 1200 dpi at the full size in which the image will appear in your book. Save scans as .tiff or .jpeg files.

Do not submit images taken from the Internet because they are usually not of high quality and may still be under copyright. Obtain all illustrations from professional sources: archives, libraries, museums, stock photo agencies (such as Getty Images, Art Resource, Bridgeman Art Library, Reuters, and AP), professional illustrators, or professional photographers.

III. Technical Requirements for Computer-Generated Figures (Graphs, Diagrams, and Charts) and Maps

A. Graphs, Charts, and Diagrams

1. Authors are responsible for providing production-ready illustrations. Graphs, charts, and diagrams prepared in Microsoft Word are unacceptable for publication. We recommend that you hire a professional illustrator.

2. Software program: Use a vector-based program such as Adobe Illustrator, Corel Draw, or Macromedia Freehand.

3. File type: Save your files as .eps or .ai files. Please include a copy of each .eps or .ai file in .pdf format for our reference.

4. Size: For a 6- x 9-inch book, the maximum size for the figure on the page is about 4.5 inch (width) x 6.5 inch (height), which allows for space for the caption and for approximately 1-inch margins.

5. Text: Use a san serif font such as Helvetica or Arial. Use a minimum type size of 7 points, maximum 10 pts. Do not include titles or captions in the artwork file. If you are using labels, leave enough spacing between labels and from labels to borders.

6. Colors: Use black and white only, not a mixture of colors. Use tints sparingly; use only one shade of gray. If you must use tint variations, choose 20%, 50%, and 80% tint values. These are clearly distinguishable from each other.

7. Lines: If you are using lines, use one consistent line weight of ½ point. Do not use more than two different line weights.

B. Maps

1. Authors are responsible for providing production-ready maps. We recommend that you hire a professional cartographer.

2. File type: Save your files as .eps, .ai, or .tiff files. If you are sending us .eps or .ai files, please include a copy of the file in .pdf format for our reference.

3. Size: For a 6- x 9-inch book, the maximum size for the figure on the page should be no larger than 4 in (width) x 6 in (height), which allows for space for the caption on the page and also allows for approximately 1-inch margins.

4. Text: Use a san serif font such as Helvetica or Arial. Use a minimum type size of 7 points, maximum 10 pts. Do not include titles or captions in the artwork file. If you are using labels, leave enough spacing between labels. Do not run text over map lines or over heavily shaded areas.

5. Colors: Use black and white only, not a mixture of colors. Use tints sparingly; use only one shade of gray. If you must use tint variations, choose 20%, 50%, and 80% tint values. These are clearly distinguishable from each other.

6. Lines: If you are using lines, use one consistent line weight of ½ point. Do not use more than two different line weights.

IV. Creating and Submitting Tables

A. Tables can be created in Microsoft Word; each table should be saved as a separate Word file and should be named using the table number (e.g., table 3.2). Insert the table title above the table.

B. Provide any relevant credits under the heading "Source(s)" below the table. Notes can also be added for the entire table or for individual lines or items in the table; these are not footnotes and should be labeled separately (to distinguish them from footnotes, use lowercase alphabetical letters for table notes). Since the table is already titled and information regarding its source (if any) is already included with it, there is no need for a caption.

For a discussion of how to style tables and for samples of typeset tables, see *CMS* chapter 3, esp. 3.47–3.48 and the following sections. The sample tables are illustrated as figs. 3.11–3.25.

V. Numbering Your Artwork and Tables

A. With the exception of plates, all categories of artwork (graphs, photographs, line drawings, diagrams, etc.) are labeled as "figures" in the text. Maps can be labeled as maps and numbered using a separate numerical sequence. Tables are always numbered using a numerical sequence separate from the figures and maps.

B. If there are fewer than ten figures, it is usually sufficient to number them sequentially by category throughout the book. If there are more than ten, however, you may want to use a dual system of numbering in which the chapter number is followed by a period and then by a sequence beginning with ".1" in each chapter (e.g., "figure 3.5" for the fifth figure in chapter 3 or "table 6.22" for the twenty-second table in chapter 6). For figures that appear in the introduction, use figure I.1 for the first illustration in that section of the book; for figures in the conclusion or epilogue, for example, use figure C.1 or figure E.1, respectively.

VI. Organizing Your Artwork and Tables for Submission

In the published book, visual materials are referenced at the point in the discussion where they are most useful and relevant. A plate, figure, or table reference appears in parentheses within the body of the text, for example, (fig. 1.1) or (table 3.2). Apart from plates (which appear in a center insert), the actual illustration or table usually appears after the reference, on the same page or the following page.

A general map that describes a specific place or area referred to throughout the book can appear at the end of the front matter, opposite the first page of your introduction (page 1 of the book). Other maps can be placed strategically throughout the text, for instance, at the beginnings of chapters or sections of the discussion where they would be most effective in supporting your arguments.

In the manuscript you submit to us, however, you need only add illustration and table references and callouts in your chapter files; do not embed the actual images or tables in the chapters.

The steps below describe how to submit files and how to add references to your text:

1. Create a separate file for each plate, figure, map, or table. (Do not embed artwork or tables in your chapter text files.) Illustrations should be submitted as image files (see specific guidelines above for each type of illustration). Tables should be submitted as Word files. Make sure that the file name matches the figure or table number.

2. At the appropriate place in the text proper, insert a callout for each plate, figure, map, or table as follows: <COMP: insert table 3.5 here> or <COMP: insert fig. 1 here>. Enclose callouts in brackets and include the abbreviation COMP for "compositor," which calls the reference to the compositor's attention. Callouts are typically placed on a separate line following the paragraph in which the artwork is first discussed.

3. The in-text reference to the plate, figure, map, or table should occur within the paragraph preceding its placement. The word "figure" is usually abbreviated and enclosed in parentheses, for example: (fig. 1.1). See the "sample artwork and table references" document accompanying this memo for models.

VII. Writing Captions

In a separate document, create a caption list for all artwork that will appear in your book, including relevant credit lines and/or sources. (This caption list should not include tables because tables are titled and do not have captions.) Captions should include a description of the artwork, as well as information about the source and any necessary credits.

VIII. Compiling a List for the Front Matter

Next, create a list of plates, figures, maps, and tables (whichever categories apply) and place it in your front matter, following the table of contents. This list usually has the heading "Illustrations and Tables." The description of each item that appears in this front matter list is generally a condensed version of the caption or table title, and it does not include credit information.

IX. Obtaining Permissions

A. Images must be obtained from the owner (not necessarily the source for your image, e.g., a Japanese museum may distribute the image of a Buddhist icon still owned by a temple; Art Resource is the agency through which many museums distribute their images).

B. Reproduction rights must be secured for each illustration that you intend to use. Permission and work-for-hire agreements must be obtained as follows:

1. Permission must be obtained from the owner of the work to reproduce an image of it.

2. If you commissioned artwork from a graphic designer or cartographer, you must obtain a signed work-for-hire form for that material (we can provide the template) and return it to our office.

3. If the image is in the public domain, no permission is needed.

C. See the document "Permissions info" for guidelines about how and when to seek permission to reprint material in your book.

X. Completing the Art Inventory

Fill out and submit the Excel document titled "art inventory," telling us the permissions status of each image, as well as your recommendations for size and placement in your text: for example, if two illustrations should be paired on facing pages or above and below on the same page, etc. After reviewing the artwork that you submit, we will discuss the issue of placement further with you if we encounter problems with your proposed layout. Important: if the image you are providing is not the final one, please note that on the art inventory as well.