

ILLUSTRATION GUIDELINES

All images *must* be accompanied by:

- A captions file with credit lines
- A completed design list
- High resolution TIFF or JPEG files
- Permissions documentation

Digital Photographs

- All digital illustrations should be submitted via CD, USB drive, or Dropbox. Please *do not* send e-mail attachments.
- Illustrations should not be embedded in the manuscript file.
- Digital illustrations should be submitted as individual files with the following specifications:
 - All digital images should be either TIFF or JPEG files. PDFs may be acceptable—please send a sample for review.
 - Images must be scanned at a *minimum* resolution of 300 dpi (dots per inch) and should be *at least* 6 inches along one side. If you check the image dimensions under Properties/Details, one side should be at least 1800 pixels.
- Do not attempt to manipulate the resolution. The files must be hi-res originally, not through artificial manipulation.
- Do not Photoshop any images. Any alterations to the original file can decrease the image clarity. If alterations are necessary (cropping, brightness, etc.), please note them on your design list.
- Note that most images sized for web pages are too small. Original files should be requested from the source.
- If images are scanned from a book or other printed source, the descreen option should be selected during scanning.
- For further details, please consult the AAUP's [Digital Art Requirements](#).

Print Photographs, Slides, and Transparencies

- All print photographs should be 4" x 6" or larger. Slides should be 35 mm and all transparencies should be high-quality.
- Each photo should be labeled with the figure number, either on the back of the image or on photo sleeves with stickers. Slides and transparencies should also be placed in photo sleeves and labeled.

Organization, Placement, and Captions

- All illustrations (photographs, tables, charts, and graphs) should be accounted for on a design list. The design list must be returned to the Press with the final manuscript.
- Figure numbers and file names should preferably begin anew with each chapter (1.1, 1.2, 1.3, 2.1, 2.2, etc.), or they can be numbered sequentially (1, 2, 3, etc.) if they will be grouped together in an insert.
- Captions must be typed in a numbered list in a separate, consolidated file. The numbers of the captions should correspond to the file names and figure numbers.
- Each caption should include the appropriate credit line for its respective image. You should cross-check permission letters for correct wording where applicable.
- In the manuscript, the approximate location of each illustration should be indicated by typing the figure number in boldface, in angle brackets at the end of the paragraph that references the illustration. The following is an example of text with figure callouts marked correctly:

The French artist Edmond Baudoin and the Spanish artist Federico Del Barrio, notably, have pulled off remarkable effects with just such an apparatus. Effects of symmetry, in one case, and inversion, in the other, are differently motivated and carried out. One can judge their results by examining figure 1.2, upon which I am going to linger and comment at length.

<figure 1.2>

- Images should be referred to by file name on the design list, captions list, and in the call-outs so all documents match one other.

Permissions

- We will need permission documentation for any images that are not in the public domain or considered fair use. Sample permissions letters are available on our [website](#).
- All permissions must include print and electronic rights.
- When determining which images need permission:
 - Images published prior to 1923: In the public domain and do not need permission.
 - Images published between 1923-1963: May be in public domain, research required to determine status.
 - Images published after 1963: Will require permission.

Comics and Permissions

- Comics are a visual medium and cannot be discussed without being viewed. We ask our authors to use discretion and limit their use of images as much as possible.
- If a full panel or page is used and discussed/analyzed in the text, then it is often considered fair use and *does not* require permission.
- Any images used as cover art or included in the text without discussion is considered decoration and requires permission.

Tables, Charts, and Graphs

- Each table, chart, or columned list should be prepared in its own electronic file, not embedded in the manuscript text file.
- A callout should appear boldfaced in the text indicating where the graphic should appear: **<Insert Table 1.1>**.
- Each table, chart, or graph should be submitted in two formats:
 - A formatted version that shows how the elements should line up in the final version. Example:

Table 5.3. Mississippi Service Sector Employment		
County	Percent Growth	Percent change
Adams	7.3	0.72
Coahoma	14.9	7.59
Tunica	62.5	56.08
Washington	6.9	0.62

Source: "Gaming in the Mississippi Economy," June 2000.

- An unformatted version stripped of the special formatting with only one tab between each element in the data file. Do not try to make the elements line up using extra tabs or spaces. Example:

Table 5.3
Mississippi Service Sector Employment
County Percent Growth Percent change
Adams 7.3 + 0.72
Coahoma 14.9 + 7.59
Tunica 62.5 +56.08
Washington 6.9 + 0.62
Source: "Gaming in the Mississippi Economy," June 2000.