

Guidelines for the Preparation of Illustrations and Tables

Authors are responsible for providing print-quality illustrations with their manuscripts. When you submit the final draft of your manuscript to the Publisher you are confirming that the artwork (photographs, line drawings, tables, and data examples) are ready for publication. Although you will be given an opportunity to check proofs of your work, this is intended only to ensure that nothing unexpected has occurred in the production process. For the majority of artwork, no changes will be possible at proof stage.

General

All figures must be supplied separately from the manuscript, in an appropriate digital format. Each figure will be reproduced exactly as you have created it. We will scale down the artwork, if necessary, to fit the page dimensions. This may reduce the size of any text in the artwork and you should take this into account when creating it.

Do not use color in artwork unless you have received written confirmation from the Publisher that color images will be allowed. All artwork must be supplied in grayscale and you must make sure that any tints used (e.g., in graphs or bar charts) are sufficiently distinct. Do not use tints below 20% or above 80% and ensure that any tints used differ by at least 20%.

Do not embed any artwork in the MS Word files containing the manuscript or supply artwork in MS Word format. Any such artwork will be lost in the conversion process. Each figure must be supplied as a separate file in PDF, ai (Illustrator), eps (Encapsulated Postscript), Tiff, or Jpeg format. Jpeg should be used only for photographs and should be compressed with a 'High Quality' setting.

Each artwork file should be named according to its figure number. Where a piece of unnumbered artwork is needed, name the file using roman numerals (e.g. Figure v) and use this number when showing where the figure is to appear in the manuscript (see below). In a single authored or co-authored book, prefix the figure number with the chapter number (e.g. Figure 8.1) and number the file accordingly.

Show where a figure should appear in the main text by inserting a line as below: [FIGURE 1 NEAR HERE] Use square brackets as shown. If there is a caption, this should *not* be included in the artwork file but *must* be included in the main text file immediately under the line showing the insertion point.

If the artwork is an unnumbered figure use a temporary roman number (e.g. Figure v) and do not include a caption. Make sure that, whatever you call it, the name of the file containing the artwork is the same as what you put in the square brackets.

Number illustrations sequentially in the order in which they are cited in the text and designate line drawings, charts, graphs, and photographs as "figures" (do not designate any illustration as "plate"). Number tables in a separate sequence. Captions must accompany all figures and tables. Include appropriate credit lines.

Any text that appears in an illustration, such as a map or plan, must be consistent with the text. E.g., if the text refers to Tell Ta'yinat, the map cannot label the site Tell Tayinat, and so on.

Any illustration that, in the judgment of the editorial staff, may not reproduce well may be removed, along with references to it in the text. Authors are responsible for obtaining copyrights or permission for all illustrations.

Illustrations should be as close to the original source as practical. For example, provide the original slide rather than a scan of the slide. Good old-fashioned line drawings and photo prints may always be submitted in original hardcopies. Line drawings should be prepared in black ink on absorbent material that will prevent blotching and running. Drawings may be submitted as glossy prints. Oversized maps and plans should be digitized and reduced prior to submission.

Submit digital illustrations in a form close to the anticipated published size. There is a limit to how much a digital illustration can be enlarged without losing quality.

Please submit all original electronic art as TIFF or JPEG files. Photos must be submitted at a resolution of 300 dpi and line art should be submitted as bitmaps at 1200 dpi. In general, images scanned directly from books are not preferred. JPEGs or GIF files "grabbed" from the web will not reproduce well and should be avoided. DO NOT RESAMPLE images in Photoshop!

Digital Artwork

There are two main kinds of digital artwork used in publications: vector and bitmap. This section provides advice as to when each format is most appropriate and guidance as to what to do and what to avoid when preparing your artwork.

- Where possible avoid bitmap format for figures containing text or lines. Where such a figure must be submitted in bitmap format (e.g., because it has been scanned from another work), it should be supplied at at least 600 dpi in TIFF format.
- Never use jpeg format for figures containing lines and/or text.
- Never use drop shadow effects on artwork.
- Make sure that the background to the artwork is white or transparent.
- Do not enclose the artwork in a frame or tinted box.
- Make sure any lines are at least 0.5 pt in width.
- The same rules apply to fonts in artwork as those relating to the manuscript. Where possible use only standard fonts (e.g. Times, Arial, Helvetica, Courier). Use specialist fonts (e.g. Chinese, IPA) only where absolutely necessary. Where you supply files in PDF format, make sure that all fonts are embedded.
- Any artwork that involves lines and text should be created using a 'vector' drawing package. There are many such packages which can create artwork suitable for publication ranging from the free (Open Office Draw) to expensive industry standards (Corel Draw, Macromedia Freehand, Adobe Illustrator).
- If you have an option to set the 'color mode' of the figure, select 'Grayscale' (if available) or 'CMYK', if not. If you choose CMYK, make sure that you use no colors other than black or shades of gray.
- When you save or export your file, use one of the following formats (in order of preference): PDF, ai (Illustrator), eps.

Tables

- All tables should be left in place in the manuscript.

- Table captions should be inserted before the table. Table captions should be short and explicit; explanatory material may be included in a note appended to the table.
- Keep tables as simple as possible, remembering that most books are set at a 6x9 trim size and an image area of about 4.25 x 7.
- All labels and abbreviations in the table should be explained.
- Tables must not contain tints in cells.

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