

Photographs, Illustrations, and Figures

The Press wants to reproduce your images in the best and most professional manner. Please be aware, there is nothing we can do to improve upon the quality of the material you submit. Therefore it is imperative that you assess the quality of the images and their importance to the book prior to submission and that you provide us with the highest quality images possible. The press will refuse any files that do not meet our requirements.

Should you wish to include illustrations, photographs, graphs, charts, drawings, maps, or other figures in your book, you ***must*** provide the following at the time you submit your final manuscript.

1. A numbered list of all such figures and illustrations; please provide this list in Microsoft Word format, and as a printout.
2. A list of captions to accompany each of these figures and illustrations; please provide these captions in Microsoft Word format, and as a printout. Captions should contain the following three items: the figure or illustration number, a concise description of the image/table/photo/etc., and the credit line. If permission was not required for use of the figure, or you created the art yourself, please indicate the name and date to be included. Captions should be brief: no more than 50 words, preferably shorter. They should in a sentence or two allow the reader to understand what they are viewing and how it relates to what they are reading in the narrative itself (where the figure appears). Captions should not take the place of thorough descriptions and discussions of the subject in the text itself.
3. Permissions documentation for each and every image, illustration, map, or other figure that has been previously published in another source, plus the correct wording for giving credit to this source (see #2, above).
4. The photographs, maps, or other illustrations themselves, either in original or digital form.
 - Please make every effort to obtain original, museum-quality artwork (i.e., first generation, black and white, glossy prints) when possible, which we will scan here and return to you. *On the back of each illustration, please attach a sticker indicating the number you've assigned it.*

BOYDELL & BREWER

668 Mount Hope Avenue, Rochester, NY 14620-2731 USA

Tel. 585-275-0419 Fax 585-271-8778 ♦ www.urpress.com

Also: P.O. Box 9, Woodbridge, Suffolk IP12 3DF, UK

- If you (or the institution from which you are ordering the image) choose to provide your images as digital files, please make sure they are submitted in TIFF or EPS format with a minimum of 300 DPI (production prefers 600 DPI). We will reject files that have a DPI that is less than 300 so please check the properties of the files before you submit them. General guidelines for scanning halftone images are given below but please be sure to read carefully our digital art guidelines, provided in this packet, for further detail and instruction :

1) *Scanning from your own prints*: If the print is 5 x 7 or larger, please scan at 300 dpi and save in TIFF format. If the print is smaller than 5 x 7 (i.e., 4 x 6 inches) please scan at 600 dpi and save in TIFF format. Although we will most likely be reproducing all the images in black and white, if the print is in color, please feel free to scan the image in color; we will convert it to black and white in-house.

2) *Scanning from previously published material* (i.e., books, magazines, newspapers, etc.): As noted above, the press prefers to receive first-generation, museum-quality glossies or scans; however, if the image you wish to include can *only* be found in previously published material, please make sure to use the “descreening” option on the scanner in order to prevent moiré or interference patterns from appearing on the scanned image. The best way to avoid this problem is to take the source material to a professional printing service or to send these materials directly to the press so we can scan them for you. Please note that even if the image is being reproduced from material that has previously been published, permissions and copyright issues may still apply.

3) *Scanning from negatives/slides*: Although the press prefers not to receive scans produced from negatives or slides, if this is the only option available to you, please make sure to scan them at a very high resolution (2400 dpi is recommended) so that we will be able to maintain maximum resolution at an enlarged size. Again, please save these in TIFF format.

- Files in the following formats cannot be accepted: JPEG, GIF, PSD, PNG, PDF, or BMP.
- Please note that downloads from the Internet, unless a high resolution scan from a stock photo agency, will not reproduce satisfactorily. Images on the Internet are only 72 dpi, which is insufficient resolution for printing on our paper stocks. As with any other images, there are also permissions and copyright issues.

5. Please place *each* illustration, including tables, in separate files, labeled clearly and according to their illustration/table number, (i.e., Table 1.1.doc, Fig. 2.2.tif)

BOYDELL & BREWER

668 Mount Hope Avenue, Rochester, NY 14620-2731 USA

Tel. 585-275-0419 Fax 585-271-8778 ♦ www.urpress.com

Also: P.O. Box 9, Woodbridge, Suffolk IP12 3DF, UK

6. Please be sure to indicate where in the manuscript you would like each image to appear. If you want all images grouped together in the center of the book, please indicate this to me. If you want images to be placed on certain pages, please indicate this clearly in your text so that the copyeditor can double check the illustration list and page numbers against callouts, and so that the typesetter will know where to place your images. Please specify the location of the illustration as follows: <<**Place figure 4.1 here**>> This callout should be placed on a separate line following the paragraph in which the illustration or figure is *first* referred to, or, if a later location is preferable, where the figure will appear. If you do not indicate where, specifically, you would like your images to be placed, we will group them together in the center of your book.

7. If your book is a collected volume, please label your illustrations using double numeration, where each illustration carries the number of the chapter followed by the illustration number, separated by a period. Thus, for example, figure 9.6 is the sixth figure in chapter 9. If chapters include a variety of illustrations (figures/tables/music examples/maps), please number them separately (i.e., the first music example in chapter 6 would be Example 6.1; the first figure in chapter 6 would be Figure 6.1; and the first map example in chapter 6 would be Map 6.1). Illustrations in single-author volumes may be numbered with double numeration or continuously throughout the book (e.g., figure 1, figure 2, figure 3, etc.). Please contact the press should you have any questions about numbering your illustrations as it is crucial for all illustrations to be numbered properly before the book is sent out for copyediting.

Illustrations can be a vital part of a successful publication. It is urgent, then, that we have all necessary materials from you at the time you deliver your manuscript: a list of the illustrations you wish to include, the images and figures themselves, all related permissions documentation, a list of captions and credit lines, and instructions for positioning your figures where you wish them to appear in your manuscript. Without this information, we cannot successfully typeset your book.

BOYDELL & BREWER

668 Mount Hope Avenue, Rochester, NY 14620-2731 USA

Tel. 585-275-0419 Fax 585-271-8778 ♦ www.urpress.com

Also: P.O. Box 9, Woodbridge, Suffolk IP12 3DF, UK