

# Preparing Illustrations

## TYPES OF ILLUSTRATIONS

Illustrations fall into two categories: black-and-white line art, and photographs. Black-and-white line art includes artifact drawings, stratigraphic profiles, site plans, and maps. Flow diagrams and other types of charts are also included in this category. Photographs include any continuous tone image. Some CIOA Press volumes contain sections of color plates or full-color images throughout the book. The requirements for color images are specialized and need to be discussed directly with the Publications Director. **Please submit all color as CMYK, required for printing.**

All illustrations must be submitted as digital files. Below are some general points to keep in mind when submitting images:

- » Make sure all text and legends on line drawings and maps are clear, and large enough to be read easily. The files must be editable.
- » All artifact illustrations must include a clearly marked scale. Please make sure the scale is not so obtrusive that it overpowers the illustration itself.
- » All maps must include a north arrow.
- » The font and north arrow used in all illustrations must be consistent.

## DIGITAL FILES

All graphic files must be submitted with the manuscript via transmission site (such as Dropbox) using the following software: Adobe Acrobat (PDF), Adobe Illustrator or Photoshop. TIFF or JPEG files are preferred for photographs and native files for black-and-white line art (i.e., PSD file). The resolution should be a minimum of 300 dpi, and **if text is included in the illustration, it must be editable.** When sending TIFF files, the output resolution should be set to at least 600 dpi at the size at which they are to be published; do not use any compression. If you prepare EPS files, include the “header” or “preview” and save any text as graphics if the program gives that option. A pdf of the figures should be included. We strongly recommend that all files be sent in a format

that is compatible with Adobe software (Photoshop, Illustrator, InDesign, etc.) as opposed to other file formats (Not CorelDraw, Quark Xpress, etc.). Tables should be created in Microsoft Word, Excel, or a similar program.

## CAPTIONS

All images must be accompanied by appropriate captions, in a list of all figures and captions included with the text submission. **All figures must be referenced in the text.** All illustrations must be numbered consecutively within each chapter or section. For example, the first figure and table in Chapter 2 would be labeled Figure 2.1. and Table 2.1., respectively. Elements in a figure should be identified by lowercase letters: a, b, c, and so on. In the caption, these letters should be lowercase and italicized; the credit should also be italicized:

Figure 1.1. Map showing features: *a*, bench shrine; *b*, amphora; *c*, stone channel. *Illustration by Thomas Hobbes.*

## CREDITS

All illustrations, whether drawings, maps, or photographs, must include a credit for the illustrator or photographer in the caption. For example,

Figure 3.1. Site of Bhardwaj. *Illustration prepared by Thomas Hobbes.*

If all illustrations were prepared by the same person, you may include the information in the first caption:

Figure 1.1. Map showing features. *All illustrations prepared by Thomas Hobbes.*

If an illustration is based on one that has already been published, include the source in the caption:

Figure 1.1. Map showing features. *Illustration prepared by Thomas Hobbes. Redrawn from Mohini 1983: Fig. 6.*