

These instructions should help facilitate your formatting and delivery of the art in your manuscript for final submission. Please contact your editorial assistant with questions.

### **FORMATTING REQUIREMENTS**

Create individual files for each piece. Label each illustration consecutively across the entire manuscript (e.g., Figure 1, Figure 2, etc.). If compound numbering is appropriate for the type of book, label each piece with chapter number and the table or illustration number (e.g. Table 2.2, Map 4.3, etc.).

To indicate the location of each image or table, place a callout—e.g., [Table 1 near here] or [Figure 7 about here]—at the end of the appropriate paragraph within the text to indicate the approximate placement. *Do not embed illustrative material in the text files.* Note the manuscript page number of the callout on the Art Log.

All tables and illustrations should be submitted with the final manuscript, and should be accounted for in the Caption List and Art Log.

#### *Tables*

Tables should be prepared in Microsoft Word. Give each table a concise title and provide all relevant source information. If you are reproducing a previously published table, you must obtain the original publisher's permission. Enter each table in the Art Log, whether it was created by you or reproduced from a previously published source.

#### *Figures* (charts, graphs, and other schematic material)

Please note that you may be responsible for any costs related to redrawing figures, if required to meet publishing standards. Whenever possible, also submit the original source files for the figures (e.g., Excel or PowerPoint). Any figures not created in Microsoft Office programs should be exported as .AI files, .EPS files, or other vector files.

#### *Halftones* (scanned and electronic art and photography)

Halftones are any digital, non-schematic art. This includes photographs, screenshots, and illustrations taken from online repositories such as Wikimedia. Halftones should be submitted as JPEG or TIFF files. Image files should be, at a minimum, 300 dpi and 1800 x 2700 pixels in size.

## *Maps*

If you have hired a mapmaker for your book, submit .EPS or .AI files for those finished maps.

If the Press will hire a cartographer on your behalf, follow these steps when submitting the draft material. Any cartography cost incurred is typically billed to the author upon publication of the book.

Submit a mock-up of your map, outlining the areas to be shown. We encourage you to use an existing published map that closely resembles the map you would like to appear in your book. Carefully annotate and mark up the sample map to depict the areas you would like shown. Please do not draw your own, unless absolutely necessary.

- If any material appears on the mock-up that should not be included on your final map, neatly cross out the unnecessary material and list what *not* to include on the above list of place names.
- Check the information on each map against other reliable maps, if possible.
- Verify that place names on each map are spelled as you spell them in the text.
- Please consult the Permissions guidelines to find out if you will need to request permission to use this material.

Submit a Word document with a list of all names to appear on the map, separating towns, countries, nations, mountains, rivers, bodies of water, and so on, and any other information to be represented.

Illustrations, including maps, created specifically for use in Stanford University Press publications are always considered works-made-for-hire. The Press retains copyright, unless the illustrator and the Press agree beforehand that the illustrator will retain it. If you hire your own cartographer, you may need to create a work-made-for-hire agreement. Please contact your editorial assistant to arrange for this.