

ILLUSTRATIONS

Material for illustrations must be sent **camera-ready** – i.e. all that needs to be done to get an image to the page is size adjustment (usually reduction). We do not have the facilities to re-draw diagrams, maps, etc.

In-text figures

Maps, diagrams, drawings, charts containing graphics (arrows, symbols etc.) and complex tables may be printed on text pages near to the text to which they refer (please ensure that there is a clear cross-reference to the figure in the text). Please submit either **originals**, or **very good-quality photocopies**, or **graphics files** (see below for specification).

NB Some material (especially maps and diagrams) will usually be drawn to a much larger scale than the printed reproduction, so **please check** (by using an image scanner, or by making a reduced-size photocopy) that detail and text is still clearly legible when the item is brought down to printable size. If this is not the case, please make adjustments **on the original**. (Maximum width for in-text figures is 15cm, but 7–10cm width is more usual.)

Plate section

Photographic images go into the plate section, printed on glossy paper, at the end of the volume. Prints or digital images of any size may be submitted, and they will usually be reduced to a degree consistent with clarity. If you wish to have diagrams, etc. in the plate section rather than with the text, please indicate this.

Photographic prints must be in sharp focus, with good contrast (i.e. not ‘grey’).

Digital images should also be of high quality: for images of objects or anything that requires sharp detail, NEF (RAW) or JPEG-fine; for more general subjects, like views of landscape or line drawings, JPEG-normal will usually be adequate.

If you submit a digital image scanned from hard copy, the scanning should be 600 dpi or above for objects and views, or 300 dpi for line drawings – please bear in mind that the hard copy being scanned must itself be of high quality.

The images should be sent as as .JPEG or .TIFF files, as email attachments or on CD..

Printout of your digital images should be sent with the final copy of your text

Permission: If any graphics supplied are not your own, you should obtain permission for their reproduction and make the acknowledgement explicit in your text.

Captions

Please ensure that you have supplied appropriate captions for all maps, figures and plates.

We will keep all artwork until the volume has gone to press, in case adjustments need to be made at proof stages, and then return it (usually by the end of October of the year of publication).

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