



## Submitting Images for Publication in Books

### Do you have permission from the copyright holder of each image?

If you do not, this will create delays in the publication of your book. Ideally, request permission from the copyright holder as soon as you know that you would like to use a particular image. The copyright holder will usually supply you with a high-resolution image for publication (ask for the image to be supplied as a tiff or jpeg).

If at the submission stage you do not have a high-resolution image, you can submit your manuscript with low-resolution images to give the referees a sense of what you are hoping to use. However, you will need the high-resolution images before your manuscript can progress to being set into proofs, so the earlier you ask for permission, the better.

### Number each image and note its location within the text

Number each image from '1' consecutively, then within the manuscript identify the most suitable location for each image text using the following locator:

[INSERT fig 01 HERE]

Do not embed images within the text, but supply each figure as a separate file (jpeg or tiff).

Each image file should be named simply to indicate the figure number and surname of the author. Do not use titles of chapters, etc, as part of the filenames. For example, the first three files of figs 1 to 3 should have the following filenames:

SoA\_SMITH\_Fig01.jpg  
SoA\_SMITH\_Fig02.jpg  
SoA\_SMITH\_Fig03.jpg

Where there is more than one author, do not use *et al* within the filename (SoA\_SMITH\_et al\_Fig01.jpg). If you prefer not to use the lead author's name, use a simple form of the title, e.g.:

SoA\_ROMANCOINS\_Fig01.jpg  
SoA\_ROMANCOINS\_Fig02.jpg  
SoA\_ROMANCOINS\_Fig03.jpg

Note the use of underscore to separate the figure number and the author's surname. Also, the change in figure number!



Filenames should be kept short (less than 20 characters, including underscore and spaces). Any longer, and the file could corrupt when being saved to computer drives. The longer the filename, the more at risk of corruption a file becomes.

## Ensure that your drawn images are legible

All text, including the scale, should be readable when the image is reproduced at the size you want it to be reproduced in print. Please ensure that the smallest text is no smaller than 9pt Times Roman or 9pt Arial when your image is reproduced at 100%, that is your preferred size for reproduction (see below for further details).

When using symbols (such as •, ■, ▲ and ○) to denote sites on a map, please ensure that they are no smaller than 11pt Times Roman. Please bear in mind that triangles and diamond-shaped symbols can often be difficult to distinguish from each other if they are any smaller - likewise filled-in circles and squares of the same size and colour.

## Ensure that your drawn images are consistently presented

Please ensure that the same typeface (ideally one that is sans serif, such as Arial) is used throughout.

Every map should have a north indicator and a bar scale. Where necessary, a key should be supplied inset within a smaller box within the overall image.

Where measurements are given, these should be either Imperial or metric, not Imperial on some images and metric on others. Use measurements that are closed up on the bar scale, e.g. '20km' (not '20 km').

Spellings should be consistent throughout, e.g. '*R. Thames*' or '*river Thames*' or '*Thames*', not a combination of these, or some in roman text and others in *italics*. Likewise, if, on one map, towns are styled in black with a filled-in circle (e.g. • **Lahore**), do not style towns on other maps differently (e.g. ○ *Lahore*).

Backgrounds to maps should be consistent. Please do not use a blue tint on one map to indicate the sea and a differently coloured tint on another to indicate a similar body of water.

## Dealing with figures that have more than one part

You should make it clear whether an image is one complete figure (Fig 1) or forms part of a figure (Fig. 1*a*). Where two or more images form one figure, e.g. Fig 9.3, identify each part on the image (not the filename) with an identifying letter that is lower case in the same general area of each such figure.



Where images have a lot of colour in the background, make the identifying letter stand out in contrast by using a white letter on a dark background and a black letter on a light background.

Use lower case letters, not capitals, for identifying letters of parts.

Where a scale bar is supplied for one part, should this be applied to all the parts of that figure? If so, alert the editor ([lporter@sal.org.uk](mailto:lporter@sal.org.uk)).

Do not use brackets to enclose identifying letters.

## Ensure that each figure caption is fit for purpose

All figure captions should be listed separately on the figure captions list, not as part of the filename or image.

Each figure *must* give the correct source/brief provenance, with fuller details of provenance to be given in the figure captions list.

Keep all figure captions brief (ideally, less than fifty words) and informative rather than descriptive.

*Example of a descriptive caption (please avoid)*

Fig 9.3 The Hoxne hoard showing: (a) coins, mainly Late Roman; (b) gold amulets; (c) silver spoons.

*Example of an informative caption*

Fig 9.3 Grouped individually within cloth and individual inner boxes (now decayed), the hoard would have formed a significant part of the original owner's wealth, comprising (a) over 3,000 gold and silver coins; (b) gold amulets of Celtic origin; and (c) tableware, such as these fine silver spoons.

*Photo:* Courtesy of the Trustees of the British Museum.

## Crop your image

Look carefully at the image before you supply it. Do the edges of the image need tidying up? If so, please crop the image *before* you supply it as we are unable to crop your image.

## TIFF or JPEG? Which format to use?

You may supply each image as either a TIFF (tagged image file format) or jpeg, but a layered RGB TIFF is preferred for high-quality colour images. See below for details of the resolution.



## Supplying your images at the correct size for the page

The size of your book will affect the size of your images. Essentially, you should ensure that any image you supply is supplied at the correct size for its reproduction without any adjustment having to be made. The editor ([lporter@sal.org.uk](mailto:lporter@sal.org.uk)) will provide details of the most appropriate size for your book and images.

## Supply your image at the right resolution

All photographs *must* have a resolution of at least 300dpi with a measurement in print of at least 4 × 6 inches (10 × 15 cm). Photographs with a resolution less than this will not be included because the subsequent reproduction will be poor.

*If an image file is less than 1MB, generally it will not reproduce well at the intended size.*

## How to check the resolution of a photograph in a TIFF or JPEG file

To check the printable size of your images, find the pixel dimensions of the image using Windows Explorer or another program (usually under 'Properties'). Divide each dimension by 300 (if you are working in inches) or 120 (if you are working in centimetres). Below is a worked example:

Where the dimensions of a particular image are 850 × 1100 pixels

$$\text{pixels/required resolution (300dpi)} = \text{printable size}$$

so divide pixels (or 'dots') by 300 to obtain the size at which the image can be printed in inches:

$$(850/300) \times (1100/300) = 2.8 \times 3.7 \text{ inches}$$

or divide pixels (or 'dots') by 120 to get the size it can be printed in centimetres:

$$(850/120) \times (1100/120) = 7.0 \times 9.3 \text{ cm}$$

For this example, as the printable size is less than 4 × 6 inches (10 × 15cm), this photograph would need to be checked by the editor.