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 - written record of at least three attempts to contact the copyright owner,
 - reasonable lapse of time (3 weeks) between attempts, and
 - confirmation that, to the best of your knowledge, you have attempted to contact the correct party.

ORGANIZATION

- Text illustrations, conventionally labeled “figures,” generally consist of photographs, line drawings, charts, and graphs.
- When providing your editor with an illustration count, count each part of a multipart figure separately.
- Obtain necessary permissions. Provide PDF copies of all permissions labeled according to figure number and source.
- Review the Illustrations and Rights Inventory Instructions PDF then prepare an Illustrations and Rights Inventory using the form provided. This is where you may suggest sizing of images or other instructions (e.g., cropping). This is also where you should record all information on permissions and rights. Include the digital file of your inventory with the final manuscript and other materials.
- Submit each illustration as a separate file labeled according to figure number and a short description (e.g., “figure 1_map of voyage,” “figure 2_1st page of JM ms, etc.). Figures can be numbered in a single sequence or by chapter (e.g., figure 1.1, figure 1.2). Number maps and color plates in a separate sequence. Create a folder labeled “Figures,” and save all

figure files in this folder. DO NOT save figure files in separate folders according to the chapter they appear in.

- Indicate appropriate placement of illustrations throughout the text with a callout at the ends of paragraphs, with a line space above and below the figure callout, as follows:

<Figure 1.3 about here>

Be sure that the callout number matches that on the file name/figure label.

- If you intend to include color illustrations, confer with your editor regarding the number and how to label them.
- DO NOT embed your illustrations in the manuscript.
- Create a list of captions and save it in a separate Microsoft Word file. It is your responsibility to ensure that captions contain credit lines as required or appropriate. This is the file that will be used to make the actual captions in your book, not what is in the Illustrations and Rights Inventory (in which you can use abbreviated captions or descriptions).
- Provide us with one complete set of printouts of the illustrations, grouped together separate from the manuscript. Label each printout with the figure number. Page numbers are not needed.
- Use printouts or photocopies to show how multipart images should be arranged.

DIGITAL PHOTOGRAPHS

- Hi-res jpeg images from digital cameras are acceptable. Use the highest quality setting on your camera. If available, choose the TIFF setting on your camera, otherwise, JPEG is acceptable.
- Digital photos or other images downloaded from a Web page are usually only 72 dpi, making the resolution too low for print publication, and therefore unacceptable.

SCANS

- If you plan to submit scans, it is important that the scans be the correct size and resolution.
- *Line art* is black and white with no gradations or grey tones. It is scanned at 1200 dpi.
- *Halftone*, or greyscale, includes photographs and other art that contain shades of grey. It is scanned at 300 dpi.
- As a rule of thumb, the width of your scan should be 1 inch less than the trim-size width. For a 6" x 9" book, the scan should be 5 inches wide.
- Scans should be in TIFF format. Label each scan with a figure number, e.g., Fig.1.3.tif.
- Photos scanned from a book or magazine must be properly descreened to eliminate moiré patterns. If you have problems producing an acceptable image, submit it as a photograph.
- DO NOT combine image scans for multipart figures. Only one image per file is acceptable.
- Each scan must be accompanied by a printout at the scan's full size, showing the complete image. The printout should be clearly labeled on the front with its figure number.

- COMPUTER ART**
- Computer-generated art is acceptable **ONLY** if it is submitted in approved graphic file formats, TIFF or EPS.
 - Use one of the approved programs for creating computer art: Adobe Photoshop, FreeHand, or Illustrator. **DO NOT** create or input graphics into a Word document, or in a spreadsheet program such as Excel.
 - Use figure numbers for file names, e.g., Fig.1.1.tif.
 - Submit a printout of each piece of computer art, clearly labeled with its figure number.
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- We accept photographic prints (positives), slides, and transparencies, if digital images are unavailable. Photocopies or pictures from a book or magazine are generally not recommended.
 - Identify illustration by figure number; avoid writing or placing tape on the image area of photos.