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SUBMISSION GUIDELINES

Clearly label every table or illustration and note the location of each piece using callouts in the text. Do not embed illustrative material in the text files.

Label each item either consecutively or with the chapter number and the table or illustration number (e.g. Table 2.2, Map 3.4, etc.), and create individual files for each piece. Place a callout (e.g., [Table 1.1 near here] or [Figure 1.7 about here]) at the end of the appropriate paragraph within the text to indicate the approximate placement. Note the manuscript page number of the callout on the Art Log.

Submit all tables and illustrations with the final manuscript.

Submit both hard copies and electronic files, if available, of all pieces. If you submit photographs or original drawings, place them in protective envelopes or folders and please do not write on the back of these documents. Post-it notes can be used to label these pieces.

Include a caption list and a list of illustrations.

All pieces should be submitted with caption text, which includes source information and other credit acknowledgments and, where applicable, the date of the work and information regarding media, dimensions, and the like. Most books also list the titles of the tables and illustrations in a list of illustrations in the front matter.

Submit the completed Art Log with the final manuscript.

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Tables should be prepared in Microsoft Word

Please do not prepare tables using a spreadsheet program or a page-layout system.

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Submittal requirements

Files must be high resolution (300 dpi or higher, a maximum of 6" in width or 9" in height), professionally scanned, preferably in grayscale, saved as JPEG or TIF files. Please name each file as the figure number.

Printed art and photos

If you have original printed art, please speak to your editorial assistant.

MAPS

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Please follow these steps when submitting the draft material:

- Submit a mock-up of your map, outlining the areas to be shown.
- Prepare an electronic list (in Word) of the names to appear on the map, separating towns, countries, nations, mountains, rivers, and so on.
- If any material appears on the mock-up that should not be included on your final map, neatly cross out the unnecessary material.
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