

Berghahn Books Artwork Submission Guidelines

Figures/page size

Authors need to be aware of the size of the page on which displayed matter (figures, tables, illustrations, photos, maps) will appear. A figure that may fill an 8.5" x 11" page will be shrunk down to about 4 inches wide. Also, it is preferable to submit black-and-white figures or illustrations rather than color ones, since the book will be printed in black and white. Following are some notes that explain some of the problems:

- Figures such as charts need to be in black and white, not color, since the color lines print out as shades of gray and tend to be fuzzy.
- The finished page size needs to be taken into account. The "live" area in which the figures will appear is about 4 inches by 7 inches. When reduced to that size, very fine, hairline rules that are used in large figures will just about disappear. Thin lines need to be thickened, and any kind of differentiation based on color needs to be changed to a graphic treatment (cross-hatches, dots, dashes, etc.). Authors can test the size by xeroxing a printout down to the finished page size or by making the adjustment in their electronic file. The "live" area for a 6" x 9" page is 4.5 by 7.5 inches, while the "live" area for a 5.5" x 8.5" page size is 4 by 7 inches; these are the dimensions against which authors should be testing their illustrations.
- Also, any differentiation that is based on color should be changed to another format using dots, dashes, etc.
- Really large graphics can be broken up over two facing pages (horizontally). This works best with maps, but could possibly be used for other types of illustrations.
- Figures that are oriented vertically will be placed vertically on the page.
- Large, horizontally oriented figures that would become too small if placed horizontally on a single page, can be placed vertically (so that the reader turns the page sideways to view the illustration).
- Artwork for figures, along with captions and sources, should be supplied by the author.
- Any notes for the figures should be positioned beneath the figure, rather than set as an endnote at the end of the chapter.
- Artwork should be drawn precisely and clearly for the purpose of reproduction: photographs, diagrams, maps, and graphs will appear in the book in exactly the form provided by the author.
- Even though the original art doesn't need to be submitted until the typesetting stage, photocopies of the illustrations or figures should be included in the manuscript so that the editor can review the headings and make sure that all materials are present and accounted for.
- The text should make reference to the illustrations: "(see fig. 3.4)."
- Indicate where figures should go in the text: "[place fig. 3.4 here]."
- When it comes time to submit the artwork, keep it separate from the text. Pencil in the figure number on the back of each illustration if the title is not included in the artwork.

Illustrations

If you wish to have illustrations in your volume, it is important that you contact the production editor about the number and type of illustrations as soon as possible. There are restrictions on the number of illustrations that can be included for reasons of cost (of both production and the final volume), and reproductions will *not* be in color. However, color photographs can usually be successfully converted to black and white during the production phase.

- It is the author's responsibility to provide artwork (usually good quality photographs) for illustrations.
- Each illustration should be clear enough for reproduction (by scanning).
- Wherever possible, you should avoid the use of photographic prints (from magazines, for instance) that have been screened.
- All illustrations should be accompanied by captions and credits to the appropriate copyright owners.
- It is the author's responsibility to clear permission with the persons concerned; for details, see Permissions below.
- All illustrations should be numbered by both the chapter and the number of figure within the chapter; "figure 4.3" refers to the third figure in chapter 4.
- Place photocopies of the illustrations in the manuscript about where they are to appear.
- It is advisable to refer to the illustrations in some way in the main text, such as "see figure 9.1."

Electronic art

This is an area that has become an issue in recent years. Many authors believe that Word is a suitable graphics program, but it is *not*—most graphics created in Word cannot be imported directly into the typesetting program (Quark). If an author wishes to submit electronic art, following are recommended programs and procedures:

- The most popular applications for creating line art drawings, maps, and charts are Adobe Illustrator, Macromedia Freehand, Corel Draw, or Deneba Canvas. These vector-based programs produce art that can be printed perfectly in high resolution at any enlargement. Files from these programs should be exported in EPS format, for the Mac, for use in QuarkXpress. (All files must be in Apple Macintosh format.)
- If type is used within any figures, the fonts should be converted to outline or paths before export. Otherwise, fonts must be included in addition to the EPS files. Fonts must be Postscript, Type One, Macintosh. (Other font formats, such as TrueType or Multiple Masters, must be converted to outlines.)
- If TIFFs are used within the figures, they must also accompany the files or be embedded within. Be sure the TIFF resolution is high enough to be reproduced at 300 DPI when the graphic is printed at maximum page size (4.5x7.25 inches for a 6x9 page size).
- Do not use pattern fills. These will not print correctly outside of in-house office printers.
- It is assumed that all files are prepared for black-and-white reproduction. Color art should be converted to tones of black before submission.

Figures that do not meet these requirements (such as tables or figures created in Excel, Microsoft Office, or other word processing programs) should be printed out at the best possible quality—preferably at final usage size (4.5" x 7.25" for a 6" x 9" page size)—to be scanned for final art. Since very fine lines often break up when reduced to a smaller size, it is important for the author to use appropriate line thicknesses for the best outcome when the printout of an illustration is scanned and reduced to page size.

Photo scans

- If authors want to submit TIFFs of photographs, the images should be sized to the “live” area of the page—that is, the area that the text will fill (4.5" x 7.25" for a 6 x 9" page size)—and scanned in at 300 DPI.
- Also, when saving TIFF files, the authors should NOT check “LZW compression.” If TIFFs are to be sent as email attachments, authors should convert them to the highest-quality JPEG for compression purposes (it is important to avoid low-level JPEGs).
- Files will be reconverted to TIFFs for final usage.
- If the author cannot produce TIFFs at the optimum quality, prints or original materials should be sent to the typesetter with the corrected proofs (along with photocopies inserted in the manuscript to indicate placement in the text).
- The materials will be scanned in at the appropriate resolution and, if necessary, will be adjusted professionally in Photoshop for the best results.

Calling out displayed materials

Essays that include displayed materials or figures (whether photos or line art illustrations) should be handled as follows:

- The authors should insert a photocopy of each figure with its title and/or caption in the manuscript pages in the location that the graphic is meant to be placed. This is helpful in case the electronic file of the figure or the caption is numbered incorrectly. It is also a reminder to the typesetter that a figure needs to be placed. The typesetter can see right away whether the figure should be positioned horizontally or vertically and whether or not it will take up a whole page.
- Even if authors don't have access to the graphics when they submit their essays for copyediting, they should indicate that they intend to use graphics in their manuscripts. In addition to the mention in the running text, they can use bracketed bold text on a separate line to show about where they want the figure inserted:

[Place Figure 3.3 here]

Then when the corrected manuscript is sent back for typesetting, at that point photocopies of the figures should be inserted in the pages with the correct figure numbers and captions included on the photocopy.

Tables

- Tables that are to be integrated with the text should be typed in the body of the text, and any on separate sheets should have their position indicated in the text: [place table 2.3 here].
- It will not always be possible for the typesetter to place tables exactly where you indicate, so refer to each table by number and not as “the above” or “the following.”
- For the same reason, any explanatory notes should appear beneath the table (as notes numbered 1., 2., 3., etc.).
- Tables that are to go at the end of the chapter should be on separate sheets of paper and placed before the notes for that chapter.
- In both cases, number the tables by chapter: table 3.6, for example, is the sixth table in chapter 3.
- Every table should have a clear and explanatory heading, using title capitalization. There should be no period at the end of the heading.
- Every table should have a source, which should go beneath the notes. The words “Notes” and “Sources” should be capitalized and should be followed by a colon.
- Avoid using the space bar or column feature when inputting columns. It is preferable to use tabs for the following reasons:
 - If the tables have been set up using tabs, the typesetter can simply readjust the tabs for the smaller book page after bringing the word processing files into the typesetting program (Quark), and the work is a matter of minutes. However, if the authors have used the automatic column feature in Word, all of the formatting is lost when the tables are brought into Quark. The words, letters, and numbers are all jumbled up against each other, and the typesetter spends much time (sometimes hours) reformatting the tables based on the author’s printouts.
 - The chance of error is much greater in this scenario and requires careful reading in the proofing stage.

There are only three solutions:

- First, authors can submit tables that have been created with tabs rather than the column feature.
- Second, authors can submit laser printouts on good quality paper of corrected tables that have been adjusted with the finished page size in mind. The printouts can then be scanned in. This option is less preferable, especially in anthologies for which different authors submit tables in different styles, fonts, etc.
- The third option is for the typesetter to continue to spend time standardizing the tables by importing them and setting them in the basal font. This option is second in preference (if authors will not redo their tables with tabs). It is more time-consuming but gives better results than scanning in a variety of tables. If the book is a monograph, however, and all of the tables are created following a standardized layout and style, then clean laser printouts can be scanned in.