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PREPARING GRAPHICS AND ILLUSTRATIONS

If your manuscript contains images/figures and your contract allows for them, please follow these guidelines in preparing the files and in formatting the manuscript to indicate where images/figures belong. All images/figures need to be received in the proper file type and to meet our specifications before we can transmit a manuscript to copyediting or production. All images/figures and tables must include alt text for accessibility.

Required File Types and Technical Specifications

- **Images and figures** need to be sent individually as TIF, JPG, or PNG files. If you cannot save the image as any other file type, we can work with a PDF file if it is large enough.

    - ✓ **File Size:** Each file should ideally be at least **1800 x 2700 pixels.** If you only envision the image taking half a page, it can be 1050 x 1200 pixels.

    - ✓ **Screenshots:** Capture at largest size possible (which depends on resolution of monitor) and as a **.tif file** (do not convert to .tif, capture and save as this format).

- **Tables** should be set in Word or Excel and submitted separately from the ms.

- **Diagrams and charts** should be created and submitted in either Word or Excel. If you are using another format, check with your editor to see whether these formats are acceptable.

Labeling Tables and Figures
When you provide a number and caption for a figure, that information must match in every instance where the image is mentioned: (1) electronic file name, (2) list of illustrations, (3) in-text reference (see figure 1), (4) callout in the ms (<insert figure 1 here>), and (5) caption for the figure.

There are two ways to number figures in your manuscript:

- **If you have 10 or fewer figures:** Label them consecutively, as Figure 1, Figure 2, etc.

- **If you have more than 10 figures:** Use a two-part numbering system that includes both the chapter number and figure number. For example, Figures 2.1, 2.2, 3.1, 4.1, 4.2, 4.3, etc.

    - ✓ This double numeration system should **always be used in edited collections.**
    - ✓ Because the introduction does not carry a chapter number, figures appearing there can be labeled Figure 0.1, 0.2, etc. or Figure I.1, I.2, etc.

List of Illustrations
A list of illustrations should accompany the manuscript regardless of whether it will appear in the final book. The list should include the figure number and caption, which should match the labeling of figures elsewhere (figure file names, in-text references, callouts, captions).

In-Text References, Callouts, and Captions

1. Include an **in-text reference** at the appropriate spot in your main text that refers readers to the figure (e.g., see figure 1).
2. Place a **callout in between paragraphs** that tells the typesetter where the table or figure should ideally appear (though note the exact placement will be determined during typesetting). This callout should appear on its own line and within angle brackets.
3. Include the **figure number and caption** on the next line and add a **credit line** if one is required. (This should match what you have specified on the **Permissions Log**.)

Alt Text and Long Descriptions (Accessibility Requirements)

You must provide **alt text** for every figure or table in your manuscript. And if the surrounding text and caption do not provide enough context or details, then you should ideally provide a **long description** as well. But it is ideal to substantively engage the visual element in your main text.

ALT TEXT = a simple label that provides a text explanation of a visual element for readers who use a screen reader or other assistive device. Includes the most essential details.
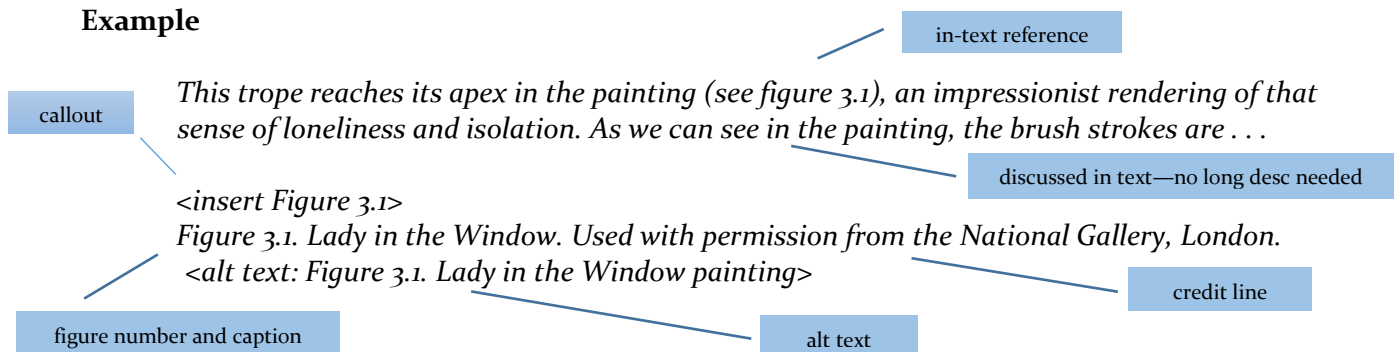
- Must be concise and specific: **140 characters** or less.
- Is similar to the **caption** for the figure or table and can sometimes just replicate that.
- If there is important text in the image, transcribe it in alt text.
- Label as "**<alt text>**" (in angle brackets) below the caption.

LONG DESCRIPTION = more info about the visual element. If the main text and your caption do not describe the image sufficiently (its context, why it is being shown, what is being analyzed, an understanding of why you have included it), then include a long description.

Remember, visual resources within a publication serve an intentional purpose, and your long description is most effective when it is written to reflect or achieve that same purpose. When the visual content has been included to provide evidence, to offer context, or to represent something, the description should do this too. Tips:

- Use a consistent method of description throughout your publication.
- Place the most important information first.
- Balance completeness and concision.
- Label as "**<long desc>**" (in angle brackets) below the caption.

Example

in-text reference

callout

This trope reaches its apex in the painting (see figure 3.1), an impressionist rendering of that sense of loneliness and isolation. As we can see in the painting, the brush strokes are . . .

discussed in text—no long desc needed

<insert Figure 3.1>
Figure 3.1. Lady in the Window. Used with permission from the National Gallery, London.
 <alt text: Figure 3.1. Lady in the Window painting>

credit line

figure number and caption

alt text

See also University of Michigan's "Guidelines for Describing Visual Resources" for more examples of alt text and long descriptions. See the "DIAGRAM Image Guidelines" for specific help on cartoons/comics, diagrams, graphs, charts, maps, and other tricky image types.