



## THE OHIO STATE UNIVERSITY PRESS

# PREPARING GRAPHICS AND ILLUSTRATIONS

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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 in the proper file type need to be received and to meet our specifications before we can transmit a manuscript to copyediting or production.

### Required File Types and Technical Specifications

- **Images and figures** need to be sent individually, either as a TIFF, JPG, or PNG files. If you cannot save the image as any other file type, we can work with a PDF file, provided the file 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.
- **Tables** should be set in Word or Excel, using tabs or cells to separate the columns. Submit each table as a separate file.
- **Diagrams and charts** should be created and submitted in either Word or Excel. If you are submitting charts in another format, you should let your acquisitions editor know to see whether these formats are acceptable.

### Labeling Tables and Figures

When you provide a number and caption for a figure, that information should match in every instance where the image is mentioned: (1) electronic file name, (2) list of illustrations, (3) text references to the figure (see figure 1), (4) callout in the manuscript (<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 should be labeled Figure I.1, I.2, etc.

## Callouts and Captions

Place a callout in the body of your manuscript to indicate where the table or figure should appear. This callout should appear on its own line and within chevrons (angle brackets). **Include the figure number and caption on the next line and add the credit line if one is required.** (This should match what you have specified on the [Permissions Log](#).)

### Example:

*...This trope reaches its apex in the painting, an impressionist rendering of that sense of loneliness and isolation.*

*<insert Figure 3.1>*

*Figure 3.1. Lady in the Window. Used with permission from the National Gallery, London.*

*As we can see in the painting, the brush strokes are...*

## List of Illustrations

A list of illustrations should accompany the manuscript. The list should include the figure number and caption, which should match the labeling of figures elsewhere (figure file names, text references, callouts, captions).