ILLUSTRATION GUIDELINES

All images _must_ be accompanied by:

- A captions file with credit lines
- A completed design list
- High-resolution TIFF, JPEG, or PNG files
- Permissions documentation
- Figure callouts in the manuscript (unless an insert is being used)

Digital Photographs

- All digital illustrations should be submitted via USB drive, Dropbox, or Microsoft OneDrive. Please _do not_ send email attachments.
- Illustrations should not be embedded in the manuscript file.
- Digital illustrations should be submitted as individual files with the following specifications:
  - All digital images should be either TIFF, JPEG, or PNG files. PDFs may be acceptable—please send a sample for review.
  - Images must be scanned at a _minimum_ resolution of 300 dpi (dots per inch) and should be _at least_ 6 inches along one side. If you check the image dimensions under Properties/Details, one side should be at least 1800 pixels.
- Do not attempt to manipulate the resolution. Please send original image files.
- Do not Photoshop any images. Any alterations to the original file can decrease the image clarity. If alterations are necessary (cropping, brightness, etc.), please note them on your design list. Our graphic professionals will optimize the images for print.
- Note that most images sized for web pages are too small. Original files should be requested from the source.
- If images are scanned from a book or other printed source, the descreen option should be selected during scanning.
- Film stills or screen captures should be created at the largest size possible on screen.

Print Photographs, Slides, and Transparencies

- All print photographs should be 4" x 6" or larger. Slides should be 35 mm and all transparencies should be high quality.
- Each photo should be labeled with the figure number, either on the back of the image or on photo sleeves with stickers. Slides and transparencies should also be placed in photo sleeves and labeled.
- DO NOT write directly on the front or back of photos or slides provided to the Press.

Organization, Placement, and Captions

- All illustrations (photographs, tables, charts, and graphs) should be accounted for on a design list. The design list must be returned to the Press with the final manuscript.

- Figure numbers and file names should begin anew with each chapter (1.1, 1.2, 1.3, 2.1, 2.2, etc.) or be numbered sequentially (1, 2, 3, etc.) if they will be grouped together in an insert.
- Captions must be typed in a numbered list in a separate, consolidated Word file. The numbers of the captions should correspond to the file names and figure numbers.
- For images with no captions needed, indicate with *<no caption>* for clarity.
- Each caption should include the appropriate credit line for its respective image. You should cross-check permission letters for correct wording where applicable.
- In the manuscript, the approximate location of each illustration should be indicated by typing the figure number in boldface, in angle brackets at the end of the paragraph that references the illustration. The following is an example of text with the figure callout marked correctly:

  In contrast to the earliest French settlers in Louisiana, the Acadians were a strikingly homogenous group. A full 70 percent of their ancestors came from the Poitou-Saintonge-Aunis region alone (figure 3.4), and within that group, 70 percent came from within a twenty-mile radius of a single town, Loudun, in the province of Poitou. The languages that contributed to Acadian French were Oïl dialects, meaning that Acadian French arrived with a great deal in common with the French already spoken in Louisiana.

  <figure 3.4>
- Images should be referred to by file name on the design list, captions list, and in the callouts so all documents match one other.

Permissions

- We will need permission documentation for any images that are not in the public domain or considered fair use. Sample permissions letters are available on our [website](#).
- All permissions must include print and electronic rights.
- All permissions must include worldwide distribution rights.
- When determining which images need permission:
  - Images published prior to 1923: In the public domain, do not need permission.
  - Images published between 1923–1963: May be in public domain, research required to determine status.
  - Images published after 1963: Usually require permission.

Comics and Permissions

- Comics are a visual medium and cannot be discussed without being viewed. We ask our authors to use discretion and limit their use of images as much as possible.
- If a full panel or page is used and discussed/analyzed in the text, then it is often considered fair use and *does not* require permission.
- Any images used as cover art or included in the text without discussion is considered decoration and requires permission.

Tables, Charts, and Graphs

- Each table should be prepared in its own electronic Word file and not be embedded in the manuscript text file.

- A callout should appear boldfaced in the text indicating where the graphic should appear, usually following the paragraph in which it is discussed: **<insert table 1.1>**

- Each table should have a title, and any sources or other notes should be listed below the table rather than in an endnote. Here are two examples of tables:

Table 5.3. Mississippi Service Sector Employment		
County	**Percent Growth**	**Percent Change**
Adams	7.3	+0.72
Coahoma	14.9	+7.59
Tunica	62.5	+56.08
Washington	6.9	+0.62

Source: "Gaming in the Mississippi Economy," June 2000.

Table 3.1 Subject Pronouns in Louisiana French and Louisiana Creole

Louisiana French		Louisiana Creole	
je	on, nous-(autres)	mo	nous
tu	vous-autres	to	vous
il (m), alle/elle (f)	ils, ça, eux, eux-autres, eusse	li	yé

- Charts and graphs, such as flow charts, pie charts, bar graphs, and line graphs, can be labeled simply as "figures" and numbered along with the other figures, or labeled separately as charts or graphs. They can be created in Word but should also be saved as PDF, TIFF, or JPEG files. They should generally have captions included on the captions list and should have bracketed callouts in the text indicating placement. These elements are most often printed in black and white, so various patterns or shades of gray rather than colors should be used to distinguish different pieces of the chart/graph. Keep in mind that the page size of most books is 6 x 9 inches, so graphics with text should be designed to be legible at about 5 inches wide.