ABC CLIO
Explore. Connect. Understand.

Graphics

What Are Graphics?

We define graphics (art) as photographs, maps, charts, figures, diagrams– in essence, any content that is not composed of standard text. Check your contract for information regarding graphics – in most cases for reference books, our internal Media Department will be supplying images for your approval, and you will be asked to add the captions for them after the 100% due date of your manuscript. Ask your Acquisitions Editor about the inclusion of graphics, as well; this might spare you from putting work into supplying assets that we're unable to use.

Graphics can add complexity and value to your book. However, all graphics must fit our publication specifications to be considered for inclusion. ABC-CLIO reserves the right to reject any art that is poor quality, or otherwise does not meet our specifications.

Submitting Graphics

When submitting graphics for your manuscript:

- Submit images as separate image files in the formats described under the resolution/size requirements section below. Do not embed them in your manuscript.
- Specify where you would like each item of artwork to appear by inserting a call-out in the text, such as: `<PLACE FIGURE 2.1 ABOUT HERE>`.

- Number tables & figures sequentially within each chapter in correspondence to their appearance in the text, dual numerated by chapter
  - Example: `The first figure in Chapter 1 is Figure 1.1; the third table in Chapter 2 is Table 2.3.`
- If the graphic is in an encyclopedia entry, or a chapter that is not numbered, dual numerating is not necessary; single numbering should be used
  - Example: `<Entry Name> Table 1`
  - Call-out: "`Place <Entry Name> Table 1 here`"
- Graphics will be placed by the Production team when page proofs are created. Therefore, do not indicate their placement in your manuscript text ("As seen in the figure below…").
  - Since graphics often need to be dropped due to permissions or technical specification reasons, it is best not to refer directly to any graphic within the manuscript text.
  - In other words, it's ok to say "`a famous political cartoon in 1931 highlighted these controversies by…`" in the hopes of including that cartoon as an illustration. Don't directly allude to the illustration, e.g. "these controversies were illustrated in the cartoon seen below."

For each graphic, please supply the following information:

- Image ID (the file name used for the image)
- Caption
- Credit Line
- Placement in Text
- Permission Status
- All necessary image/art permissions and proof of payments must also accompany your final submission

Resolution

- All graphics except tables must be submitted as TIF, JPEG, or EPS files at **at 300 dpi, at the following sizes:**
  - For a 6" by 9" book: a minimum of 4½", or 1350 pixels, wide.
  - For a 7" by 10" book: a minimum of 5½", or 1500 pixels, wide.
  - For an 8½" by 11" book: a minimum of 7", or 2100 pixels, wide.
- Do not "upsize" an image. Changing a 72 dpi image to 300 dpi in Photoshop will not improve the quality of the image. Larger images can always be made small, but small images cannot be made large.
- Most images on the web are (by design) low resolution. Unless you can specifically download a high-resolution version, it is unlikely that we can use an image from the web.

Tips For Determining an Image's Dimensions

- Most computers come with a program called Microsoft Office Picture Manager. Open your graphic in this program.
- Under "File," click on "Properties."
- The field "Dimensions" gives the graphic's pixel count.

Anticipating Print Size

- Keep in mind the size of your image at print size. A beautiful, data-filled 8.5" x11" map will be nearly illegible when printed in a 6" x 9" book.
- Pay particular attention to figure labels; once shrunk down, they also often become lost.

Other Considerations

- You may submit your own photographs for consideration as long as they meet our print quality requirements.
  - These photos should be professional quality – poor quality photographs diminish the aesthetic appeal of the book and distract readers from the text.
- You will need to provide signed model releases for all recognizable individuals in your submitted photographs. On the whole, we cannot publish personal photos of people without these signed forms.
- Please ensure that any line art submitted for your book is submitted in black and white.
  - Color graphics often lose significant information when converted to the gray scale required for print publication – such graphics will confuse and frustrate your reader.
- In rare cases, we can use line art created in Microsoft Office applications (Word, Excel, or PowerPoint) or in PDF format. If you cannot supply your graphics in TIF/JPG/EPS format, please ask your editor if other versions are acceptable.

Tables

Unlike graphs, figures, and photographs, tables will be reformatted as text to conform to the style of the book.

Please do:

- Provide each table in a separate file, with a call-out placed in the manuscript.
- Create rows and columns by use the Table feature in Microsoft Word, or create your table in Excel
- Keep print size in mind when creating your table. While Production will do their best to make your table fit nicely on the page, excessively long or wide tables may cause confusion to readers.

Do not:

- Create tables by using the space bar or tab key
- Include shading in your tables
- Submit tables in formats other than plain text. Tables originating as images or PDFs will need to be retyped.

Permissions

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Obtaining all the permissions required for a book can take months and is a frequent cause of delay in the publication of our books, so please start as early as possible. If you have any questions about permissions, please contact your acquisitions editor, and consult the **Permissions** document.