

Image Guidelines

Delivery of Images

All images should be supplied electronically, as individual files, in tiff or jpg format. Please do not embed images within a Word document. For single-authored monographs, one batch of images for the whole volume would be preferred. In the case of an edited volume or a journal issue, it may be appropriate and more convenient to supply separate batches for each chapter or article. Please ensure that image files are clearly labelled to match the caption or in-text reference (i.e. the image file for Figure 3.7 should be labelled 'Fig_3.7.tif').

Figures should be divided according to type (for monographs: Figures, Tables, and Plates) or by author (for edited collections) and should be numbered sequentially per chapter or per contribution. For example, the second figure in Chapter 3 or Article 3 would be Fig. 3.2; the fourth table in Chapter 5 or Article 5 would be Table 5.4, etc.

In addition, please supply a comprehensive list of all images in the volume, separated by chapter or contributor, and then by image type:

- *Figures*, including maps/plans, charts, and graphs
- *Tables* (both separate files and tables that have been drawn within the Word document text, i.e. not supplied as a separate file)
- *Plates*

Please add the caption and specific typesetting instructions (preferred size, black & white/colour, facing images, cropping, etc.) to this list or to the image placeholder in the text.

Example

In-text reference example: The main text is emphasized by monumental decorated initials of the geometric type, whose visual impact is enhanced by sumptuous ornamentation and further enriched with glossy, enamel-like colours (Fig. 3.4).

Note to typesetter example: Insert Fig. 3.1 here, approx. ½ page, black & white.

Full caption placeholder example: Fig. 3.4. Montecassino, Archivio dell'Abbazia, Cod. 759, p. 129
© Montecassino, Archivio dell'Abbazia.

Technical Requirements

The quality of your images will only be as good as the copy we receive.

Therefore, please ensure you send us images of the highest quality possible, to the following specifications (specifications can be confirmed by checking the 'properties' of the image file):



- Figures (photographs, scans, and other digital images)
 - In tiff or jpg format.
 - 300 dpi *minimum*.
 - Do not convert colour images to greyscale, as this might have an impact on the quality of the image. This conversion, if needed, is done in typesetting.
 - Do not crop images. If only a detail of an image needs to be reproduced, send us the high-resolution file and an example of how it should be cropped.
- Line art that is author-created (e.g. maps)
 - All maps must conform to accepted cartographic standards and as a minimum must contain a north arrow and a metric scale appropriate to the size of the area shown (contact your publishing manager for editable versions of these in various file formats).
 - Place names in maps must be spelled as they appear in the text. Note that the legend/key should be in the language of the contribution.
 - In an editable vector format, eps is preferred.
 - If providing line art as a vector file, and the formatting/font of embedded text is required to be retained, please ensure that all text is converted to outlines before submitting the images.
 - Monochrome images should be supplied as monochrome (bitmap), not as greyscale images.
- Charts or graphs
 - In editable format, not as an exported image (tiff, jpg, or another image format).
 - Personal or place names must be spelled as they appear in the text.
 - Must include a clear legend (as required).
 - Use greyscales or patterns to make sure the charts/graphs can be understood when printing in black & white.

The quality of all images will be checked and, if they do not appear sufficient for publication in the desired context, they will be rejected unless a better replacement is supplied.

Permissions

A copyright/permissions statement, or other source acknowledgement (such as ‘photo/drawing by the author’ or ‘Image in the public domain’) must be provided in the caption (or in a photo credits section at the back of the book) so that we have confirmation that we may include the image in the publication. If the institution granting permission does not specify anything for a caption, the default statement “Reproduced with permission” can be used.

Please note that it is the responsibility of the author/contributor to check whether their images require formal permission (from a library or museum etc.), and they should apply for and purchase those permissions themselves. Please exercise caution when using image sources from the internet or from existing publications. It is usually not sufficient to simply cite the publication or website and we expect authors to make all necessary efforts to acquire the required permission statements.



Museums, libraries, and galleries will often request certain information (print run, distribution, publication format, type of publication). See the details below for this information:

- Print run: ask your publishing manager for an estimated print run
- Worldwide distribution; one language (English)
- Print *and* online publication
- Academic publication

For images that have been released into the public domain or made available under a Creative Commons (CC) license, please include this information in your caption as a standard source/acknowledgement and so we know the image is free from restrictions. See examples below.

Placement Notes

In order for the typesetter to know where to include your images within the flow of your text, please ensure that you have indicated where each image is to be placed with a full highlighted caption/placeholder line, along with any preferences regarding size, orientation, and (if necessary) colour, followed by the caption. We also recommend that you give an in-text reference to the image within the text flow where it is discussed, so that we can position the image at an optimum place in the text, and as a guide to your readers.

Example

[Figure 1 goes here, approximately half page portrait, colour]

followed by the caption, e.g.:

Figure 1.3. Mount from Veggerslev, Denmark, in the shape of a stylized horse, Copenhagen, Nationalmuseet. Seventh or eighth century. Photo courtesy of the Nationalmuseet.

The placeholder line should appear close to the relevant point in the text, located at the start or end of a paragraph. If you do not provide a placeholder or in-text reference, we will automatically place all images at the end of the book/chapter.

Captions

Please note that captions must follow the templates below strictly in order to keep your images consistent with our style sheet, and a permission or copyright statement is essential.

Objects (e.g. coins, sculptures, paintings, engravings, artefacts from a museum or gallery)

[Label and Number.] [Name of creator/artist (where known),] [Description of object or *Title of object*,] [Location of museum/gallery,] [Name of museum/gallery in its native form.] [Date of creation where known.] [Copyright ownership statement or Reproduced with the permission of X / CC BY-SA licence or available in public domain.]

Examples

Figure 1.3. Mount from Veggerslev, Denmark, in the shape of a stylized horse, Copenhagen, Nationalmuseet. Seventh or eighth century. Photo courtesy of the Nationalmuseet.



Plate 2.1. Sebastiano del Piombo, *Portrait of Giulia Gonzago*, Florence, Galleria degli Uffizi. 1530s. Courtesy of the Ministero Beni e Att. Culturali.

Figure 11.6. Part of the propylaeum as it appears today (2014). Photo by Michael Gunther, CC BY-SA 3.0, via Wikimedia Commons.

Maps, Drawings, Photos

[Label and Number.] [Title or description of image.] [Copyright ownership statement.]

Examples

Figure 5.4. Map showing place names discussed in the text. Map by author.

Figure 8.2. Graph showing interest burden and revenue in Holland, 1574–1794. Figure by author.

Figure 1.5. Hadrian's Wall, Sicamore Gap, 2009. Photo by Michiel Hendryckx.

Historical Maps, Manuscript Images, Archival Documents

[Label and Number.] [Description of document or *Title of Document*,] [Location of repository,] [Name of repository in its native form,] [Shelf-mark,] [Folio number or equivalent,] [Date of Document/creation where known,] [Location of creation where known,] [Copyright ownership statement or Reproduced with the permission of X / CC BY-SA licence or available in public domain.]

Examples

Figure 14.5. *Map of Matthew Paris (copy)*, London, British Library, Cotton Nero D.V, pt 1, fol. IV^r. Second half of the thirteenth century. Reproduced with the permission of the British Library.

Figure 8.1. The water-dwelling inhabitants off the northern Norwegian coast. Detail from Olaus Magnus, *Carta marina*, Uppsala University Library. 1539. Digital version released into public domain by Uppsala University Library.

Figure 12.6. *Exeter Book Riddle 74*, Exeter, Cathedral Library, MS 3501, fol. 127^r. Early eleventh century. Reproduced with permission of the Dean and Chapter of Exeter Cathedral.

Tables

[Label and Number.] [Title or description of table.]

Examples

Table 3.1. Distribution of buyers of urban bonds over occupational categories (percentages); our sample (1584–1604) and Tracy's sample (1542–1565).

Image Sizing Options

The below image sizing options offer further instructions for preparing (complex) plates for books in format 156 x 234 and 216 x 280.

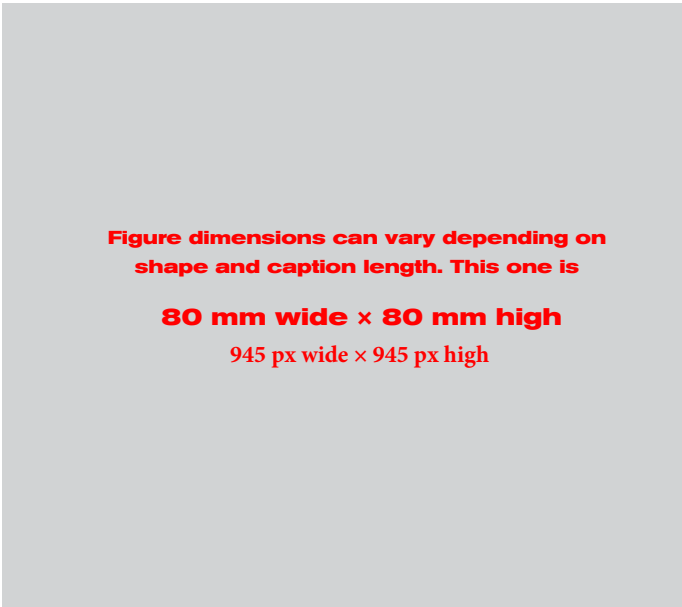


Figure 00:
Sample caption text etc.
Photo by the author.

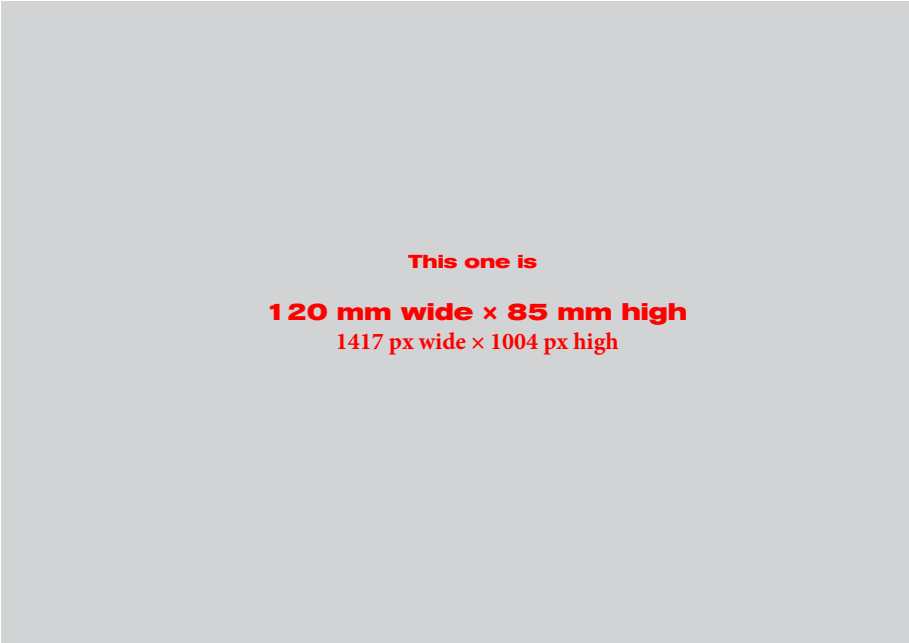


Figure 00: *Sample Caption.* Map by the author.

Figure dimensions with 2-line caption below:

120 mm wide × 170 mm high

1417 px wide × 2008 px high

Figure 00: *Sample Caption extérieur, intérieur, intime, divin*, in Jean Aumont, *Abbrégé de l'Agneau occis* (Rennes, 1669). Reproduced with permission.

Figure dimensions with caption superimposed:

120 mm wide × 180 mm high

1417 px wide × 2126 px high

Figure 00:
*Sample Caption Abbregé de
L'Agneau occis* (Rennes, 1669).
Reproduced with permission.

Figure dimensions for double-page spread:

270 mm wide × 170 mm high

3189 px wide × 2007 px high

(or 180 mm high if caption is superimposed)

3189 px wide × 2126 px high

Allow for a bit of overlap in the middle.

IMAGE SIZING OPTIONS FOR STANDARD BOOKS (156 x 234)

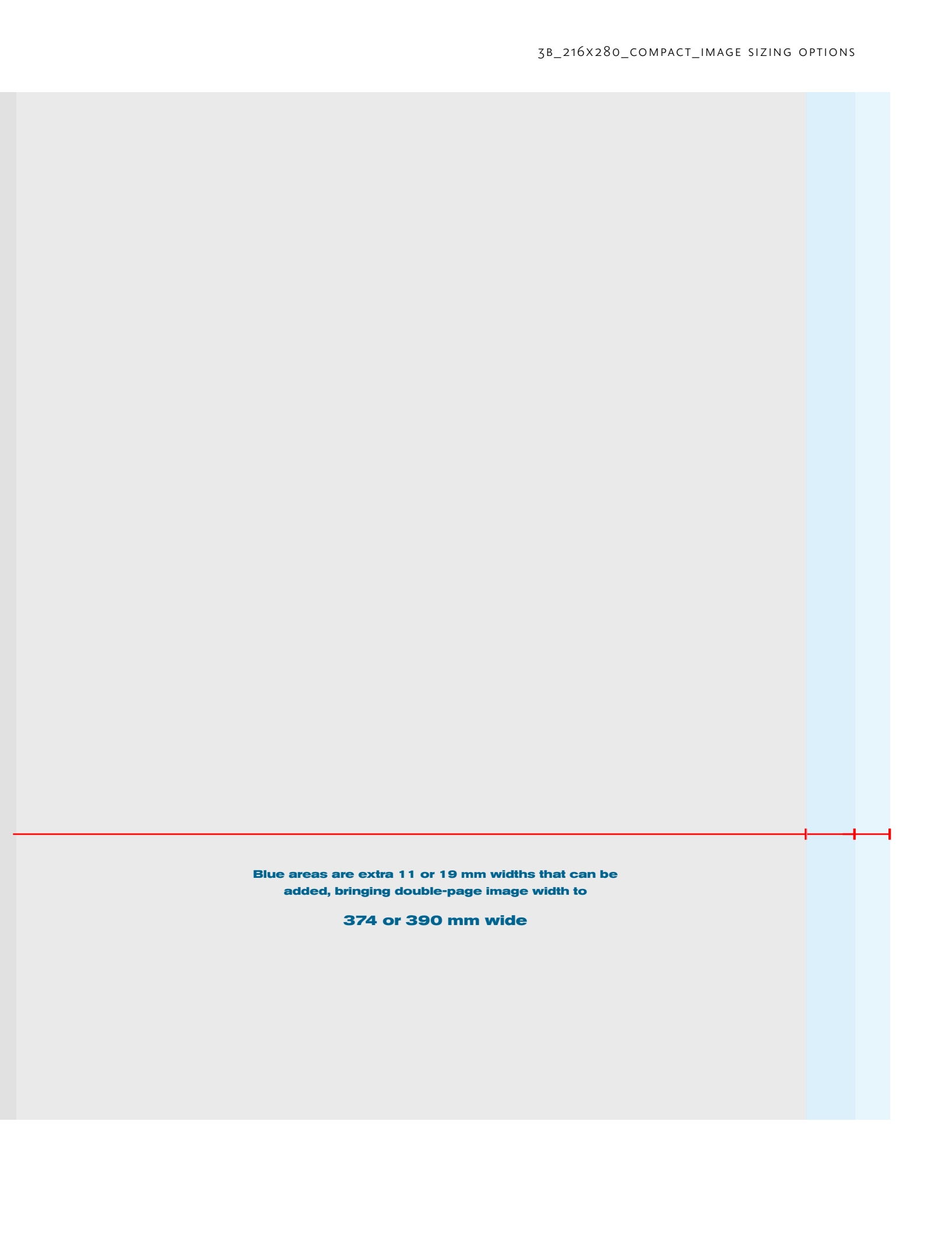
Figure 00: *Sample Caption extérieur, intérieur, intime, divin*, in Jean Aumont, *Abbégé de l'Agneau occis* (Rennes, 1669). Reproduced with permission.

**Grey box shows image across double-page
spread within text margins,
allowing for a bit of doubling-up in the gutter**

352 mm wide x 233 mm high

Figure 00: Caption can be superimposed on the image. *Sample caption text*
Abbrege de l'Agneau occis (Rennes, 1669). Reproduced with permission.

Figure 00: Or the caption can be placed outside the margin. *Sample caption text*. Reproduced with permission.



The diagram illustrates image sizing options for a double-page spread. A large light gray rectangle represents the main image area. On the right side, there are two vertical blue bars of different widths, representing extra space that can be added. A red horizontal line spans the width of the gray area, with two small red vertical tick marks at its right end, corresponding to the boundaries of the blue bars.

Blue areas are extra 11 or 19 mm widths that can be added, bringing double-page image width to 374 or 390 mm wide

Grey box shows full-page image within text margins

163 mm wide x 233 mm high

**Blue areas are extra 11 or 19 mm widths that can be added
(aligning with header or page no.) bringing the full-page image width to**

174 or 182 mm wide

**The pink area is an additional 8 mm extending into the inside margin
which could be added for a maximum image size of**

190 mm wide x 233 mm high

Figure 00: Caption can be superimposed on the image. *Sample caption text*
Abbrege de l'Agneau occis (Rennes, 1669). Reproduced with permission.

Figure 00: Or the caption can be placed outside the margin. *Sample caption text*. Reproduced with permission.