



## Image submission guidelines

All figures should be submitted in publishable form with clear labelling in English.

Commonly encountered issues include low-resolution files, poor-quality scans, and also maps and other graphics that cannot easily be altered (we will adapt fonts, scales, north signs, etc., to suit the McDonald monograph style, if this has not been done before submission). Minimum resolutions and preferred file types are given below, but please do not make arbitrary changes to files merely to meet the requirements – saving a low-resolution jpeg as a higher-resolution tiff will make no difference in terms of quality, and if a map or plan exists only as a jpeg, converting it to eps/ai will not make it editable.

Some general rules of thumb: anything with a very small file size (under 100–200 KB) is probably unusable; colours should be realistic; text should be legible; no part of an image should be grainy or pixellated.

### Colour

All illustrations will be printed in black and white unless the use of colour has been agreed.

If graphics were created in colour, but are to be printed in black and white, please make sure that they will still make sense without the colour information (for instance, a map created with coloured zones and a key will not work in black and white).

If your monograph is to be printed in two colours (i.e. black plus a spot colour), please ensure that the correct Pantone number is specified in all illustrations.

### Size

The maximum size of a single illustration will be 171 x 227 mm, a full page. Half page is 171 x 110 mm, and quarter page is 82 x 110 mm.

### Photographs and scans

Photographs, whether scanned or taken with a digital camera, should be submitted as uncompressed high-resolution tiffs (if available), with a minimum of 300 dpi at the size they are to be published. *Do not convert from jpeg or any other format if that is all you have.*

If scanning a line drawing, diagram, map or plan, the resolution should be set to 1200 dpi.

For photographs with overlying text, please also supply the original photograph (minus text) if possible.

### Maps, plans and graphics created digitally

Illustrations originally created digitally should be supplied in either eps or ai format (the original creator of a particular illustration will likely have eps/ai files if you do not). *Do not convert from jpeg/tiff or any other format if that is all you have.*

If you are using a specialist mapping program such as ArcGIS, or any other vector-based image creation software, please export/save your image file as either eps or ai (rather than tiff or jpeg).

### Lettering/labelling

We use the font Myriad Pro for labels on illustrations. Letter size can vary according to needs, but for general labelling use 8pt. Scales and north signs should always be included where appropriate.

### Sending files

Digital image files can be transferred to our typesetter (benplumridge@gmail.com) using either an online tool (e.g. Dropbox, WeTransfer) or via pen drive. Do not use CD or DVD. If you have an original that needs to be scanned, please contact us.

### Copyright

Please ensure that permission for use of illustrations has been obtained from all copyright holders.

For further advice, please contact our typesetter (benplumridge@gmail.com).