

## Figures

### Important things to remember:

- All figures should be supplied as separate electronic files in suitable file formats.
- Do not embed the figures in Word documents or any other word processing file, or in PowerPoint. This reduces the resolution of the images and makes them unsuitable for printing in the book.
- Alternatively, originals can be provided as high-quality prints or transparencies for scanning.
- You should complete an Illustration checklist (available on [AuthorNet](#)) to enable us to identify all of your figures. You can also use it to specify what size you want your figures to be, to make any notes about the figures, and to keep track of permissions (see further below).
- If a figure needs to be cropped in any way, please mark this up clearly on a hard copy printout of the figure. Bear in mind that we may resize figures according to the design of the book. However, we may not be able to make adjustments to the content or quality of the illustrations (e.g in Photoshop).

### Third-Party materials

For information about using third-party materials within your work, please refer to the separate guidance not for authors entitled: *Acquiring IP Rights in Third-Party Materials* which can be found on AuthorNet.

### Use of colour

Your book will not include colour unless it is specifically stated in the Schedule in your contract, or it has otherwise been agreed with your Press editor.

If your book is black and white only then you will need to convert all colour figures to bitmap colour mode or vector images (for line figures) or greyscale (for figures which contain tone). Our typesetters can do this if you are unable to, but you must be sure that the figure will still show what it needs to once it has been converted as many colours are indistinguishable when converted to shades of grey. Please ask your editor if you need more advice about this.

### Resolution

Please ensure that the material you submit is of the best possible quality. We cannot improve the resolution of images; we can use them only at the resolution they are supplied. If your figure is blurred or pixelated due to being low resolution, this is how it will appear in your book.

The ideal resolutions at final size are as follows. If you are unsure of the likely final size, please check with your editor, or if your book is in a series, consult a previous title.

- 1200dpi for line figures (ideal), the minimum is 600
- 300dpi for photographs/halftones

## Suitable file formats

Figures supplied as TIFF or EPS files are preferable, and GIFF and BMP files are not suitable. If you intend to supply figures in any other format then please check with your Press editor first.

## Line illustrations

- Ideally, if supplied as electronic images, these should be supplied in TIFF format. Vector (Illustrator) files are recommended for graphics. Line images should be at a minimum resolution of 1200 dpi at the size they are to be reproduced in the book.
- Do not use line weights that will be less than 0.3 points at final size.
- Set figure labels in 9pt Arial, Helvetica or a similar sans-serif font. Labels should be set in lower case with an initial capital (e.g. 'Energy levels').
- All fonts should be embedded. Maths labels should be typed exactly as they appear in the text of the book. If a symbol is italic in the text or equation, it should be italic in the figure.
- If the figure includes several parts labelled (a), (b) etc., please make sure the parts are clearly marked.
- If your book is black and white only, prepare all line illustrations in bitmap colour mode if you are not supplying vector files.
- If the figure includes several parts labelled (a), (b) etc., please make sure the parts are clearly marked.
- The range of tones (tints) in greyscale illustrations should not be less than 15%, and not more than 85%. When creating a scale or using different shades to highlight areas in the figure, it is best to use increments of 15 or 20%. Any increments less than this may be hard to differentiate on the printed page. Patterns can be used if insufficient shades are available.

## Photographs/Halftones

- Ideally these should be supplied in TIFF format.
- They should be at a resolution of 300dpi at the size they are to be reproduced in the book. As above, please consult your editor if you are unsure of sizing.
- For images such as CT and MRI scans, please supply the original copies where possible.
- If your book is black and white only, prepare all black and white halftones in grayscale mode, not colour.
- Colour photographs and halftones must be saved in CMYK, not RGB

### *Photographs taken with a digital camera*

- Most digital cameras produce JPEG images as their standard format, but some can be set to TIFF. If your camera can be set to produce TIFF format, please select this option when taking photographs.
- Please set your camera to its maximum quality setting, usually described as digit m, ie 8m (megapixels)
- Do not use LZW compression when saving as a Tiff

## Scanned images

- It is always better to supply the original artwork rather than scan from a printed copy, where possible.
- If you are providing scanned copies of the original image, make sure they are scanned to a final resolution of at least 300dpi at the size they are to be reproduced in the book. As above, please consult your editor if you are unsure of the final size.
- A high resolution scan of a low resolution original will not improve the quality in any way.

## Unsuitable files

Do not copy figures into Word, PowerPoint or any other word processing program. We can only accept figures in these formats if they were originally created using these programs.

Figures downloaded from the web are usually too low resolution. If you want to use a figure from the web, contact the website administrator and ask for a high resolution version.

## Sizing

It is best to provide your figures in the same size or larger than you expect them to be in the printed book (and at a resolution of 300dpi for tonal images and 1200dpi for bitmap mode images) to allow for any resizing that may occur when your book is typeset. If you supply figures smaller in size than they will appear in the finished book, they may lose some clarity and detail when enlarged, or we may not be able to enlarge them.

## Figure numbering

Please number the figures decimally by chapter (e.g. Figure 1.1, 1.2, etc.)

If the figures are not to be numbered, please use a logical or descriptive naming convention so that it is easy to tie them in with their corresponding citations, captions, and other instructions.

Please ensure that the electronic files of the figures are named clearly, ideally with the figure number (e.g. Figure 1\_1, 1\_2 etc) so that it is easy to tell them apart

## Illustration checklist

You must provide an Illustration checklist (available on AuthorNet) when submitting your final manuscript. On it you will need to:

- List each figure and figure part as a separate entry on the checklist, even if some form part of the same figure (e.g. Figure 2.1a, 2.1b, etc.)
- List the filename against the figure entry on the checklist. It is important to ensure that the figure can be identified correctly and linked to the correct file.
- State if the figure is to be reproduced in colour or black and white or tonal.
- Specify the preferred final size of each figure in terms of a quarter, half, two-thirds or full width of the text area. Note any special instructions, such as figures which should appear at the same size, or opposite each other, and any which must appear in landscape format.
- When you are expecting the Press to reuse figures from a previous edition of the book, please indicate clearly both the figure number in the old edition and the figure number in the new edition if these have changed.

- Give details of whether permission is required and if so whether it has been obtained. We cannot proceed with production of your book until all permissions are in place.

### **Notes on maps**

- If you are supplying rough versions of maps so that they can be redrawn, please ensure that the rough version is as clear as possible. Be sure to include a legend if one is needed. Please also provide a typed/electronic list of all names to be included on the map: this is essential if the final map is to include more or fewer items than the rough or if the rough has been drawn by hand. Please also provide a brief indicating the extent of coverage and any other features to be included, such as rivers, roads, relief etc.
- Once the map has been redrawn, it will be sent to you for approval. Due to practical constraints, only essential corrections to the map (e.g typographical errors and factual errors) will be permitted.

### **Notes on equations**

If you are writing in XML and your script contains equations, please ensure that you use MathType Equation Editor to create the equations rather than Word Equation Editor. Equations created in Word Equation Editor will not make it through our XML normalisation process.

### **Instructions for preparing music examples**

For all Cambridge University Press music titles, it is the responsibility of the author or volume editor to supply all music examples.

#### Technical requirements

Files should be created using Finale or Sibelius software. Files created using NoteAbility Pro can also be used.

Music examples must be either saved or exported as either Vector EPS (preferable and for best quality reproduction), or as a bitmap mode TIFF files with a resolution of 1200dpi at the size at which they will be used in the book (note – vector EPS files do not have a resolution). Both Finale and Sibelius provide you with the option to save the example in these file formats. Cambridge University Press cannot work from raw Finale or Sibelius files, so this is important.

Please also note that if you save your files as TIFFs, the colour mode must be bitmap (not grayscale, RGB or CMYK).

#### *Sibelius*

In Sibelius you should select 'TIFF bitmap' and a resolution of 1200dpi in the graphics settings (File > Export > Graphics).

#### *Finale*

Note that in Finale the default resolution setting for TIFFs is 300dpi: you can change this in the 'export selection' dialogue box. If you are using a PC, access the Graphics menu (via Tools menu > Advanced tools > Graphics) and select 'export pages', then choose 1200dpi. On a Mac, the route is Tools menu > Graphics (then 'export pages').

Please do not provide us with PDF files. These compress the file resolution and reduce the quality of the example when printed.

Break long examples down. If we receive a long example, it will be sized to fit on one page. This may mean that the details will appear very small, possibly illegible. To avoid this, please create the example in separate files and clearly label them in the order they should follow

When some of the music examples have been created, save a sample of them and email them to your Content Manager. They will then have them tested to ensure that they fulfil the requirements. If there are any problems, your Content Manager will work with you to resolve them.

When all the music examples are complete, please submit them on a flash drive or via an ftp site or file sharing site like DropBox or WeTransfer.com

Captions should be supplied in a separate Word file, with a matching printout.

All examples submitted with the final typescript are considered to be complete, correct and final. Examples are not copy-edited or checked for accuracy. The responsibility lies with the author or volume editor to proofread each example note for note, line by line, before submission. We strongly suggest that someone other than the creator of the examples play them through on a piano, or sing or check parts against a score so that all errors are eliminated. Particular attention should be made to the spelling of words and for the consistent use of hyphens.