

## **UCalgary Press Figure Submission Guidelines**

### **Numbering**

Each figure should be assigned a two part number – the first number referring to the chapter in which the figure appears, and the second referring to the order of the figures within the chapter. For example, the third figure in chapter two would be figure 2.3. Figures in your introduction can be labelled 0.X.

### **Callouts**

Before submitting your final manuscript please remove all figures from your manuscript, and insert callouts at the place where you would like the figure to appear. Please format these callouts so that they stand out from the rest of the text like so:

**<INSERT FIGURE 2.3 HERE>**

### **File Submission**

Each figure should be submitted as its own file, and the file name should begin with the figure number. Please submit your figures along with your final manuscript files, or if you are still awaiting a high resolution file or permission to reproduce a figure, please let us know.

Image files should be submitted in jpeg or tiff format, and should measure a minimum of 5” along their longest side when set to 300 DPI (dots per inch). If you are unable to check the DPI of your figures please let me know, and I will be happy to check their size and resolution for you.

Other types of figures, such as charts, diagrams, and maps created for your book, should be submitted in the file format in which they were created. Such files should be submitted in greyscale.

### **Permissions**

It is the author’s responsibility to ensure that all necessary permissions have been secured to reproduce their figures in their book. If you have any questions about how to obtain permission to use your figures please let me know.

### **List of Illustrations and List of Captions**

We ask that you prepare two lists to accompany your figures – a List of Illustrations (or List of Figures) and a List of Captions. The List of Illustrations should follow your table of contents, and the List of Captions should be submitted as a separate file. The List of Captions will be used during the typesetting process to insert your captions beneath or alongside your figures. Please follow the Chicago Manual of Style’s guidelines for preparing these lists, and ensure that you have included all necessary permissions or source information as needed.

### **Tables**

Tables should also be assigned a two part number based on the chapter in which they appear and the order of the tables in the chapter, but they should be numbered separately from the figures.

Please submit each table as its own Excel or Word file, using the table number as the file name.

Please create a List of Tables to follow you Table of Contents and List of Illustration. Captions for tables can be included in the table files themselves.