

PRELIMINARY ILLUSTRATION CHECKLIST



INSTRUCTIONS

Failure to complete and submit this form and supporting materials will result in delay of publication.

Number

Use a separate numbering sequence for each type of illustration (figures, maps, tables, and plates). Use double numeration (e.g., fig. 1.1, fig. 1.2, fig. 1.3...; fig. 2.1, fig. 2.2, fig. 2.3, etc.) to label each figure, map, and table. If illustrations are to appear in a gallery, use single numeration (e.g., 1, 2, 3, etc.) to label each plate.

Medium/File Type

Give a brief description of the physical medium of the illustration (e.g., B&W photo, color transparency, CD). For illustrations stored in digital media, provide the file type as well (e.g., TIFF, JPG, EPS).

File Name

For each illustration stored in a digital medium, assign a file name that clearly incorporates the illustration number (e.g., fig2-1.tiff, fig3-5.jpg, map3-5.eps). It is helpful if the file name also contains a descriptive element (e.g., fig2-1-Negev.tif, fig3-5-Artemisia.jpg, map3-5-Plock.eps).

Permissions

Write *Yes* if permission has been secured or *No* if permission is required but has not yet been secured. If neither *Yes* nor *No* applies, please supply one of the following explanatory codes in the space provided:

AU.....if you created the work yourself
FAIR.....if you are asserting fair use of copyrighted material under 17 U.S.C § 107
GOVif the work was created by the U.S. federal government or its agencies
PDif the work is in the public domain (e.g., it is a work published before
..... 1923 or an unpublished work by an author who died more than seventy
..... years ago)
WMFH.....if the work was made for hire (you paid someone to create the work for
..... you, and the contract vests the copyright in you)

Source

List the source for each illustration (e.g., Smithsonian, Bodleian, NYPL). Use a separate sheet if necessary.

If you have questions, consult the guidelines for manuscript preparation or contact your editor at Ohio University Press.