



THE AMERICAN JOURNAL OF ARCHAEOLOGY

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Before we can publish your article, you must supply camera-ready illustrations of professional quality. If you choose to submit digital figures, please refer to our specifications outlined below, which are also available on our website (www.ajaonline.org/submissions). Please contact AJA Director of Publishing Madeleine J. Donachie (mdonachie@aia.bu.edu) if you have specific questions or requests.

GENERAL GUIDELINES FOR ALL FIGURES

1. Look at a recent AJA article and compare the look and style of your art with figures accompanying these articles.
2. Submit figures at final size (see sizing guidelines under 'Style').
3. All final figures should be submitted on high-quality laser print paper. Keep at least one original quality copy of all figures. AJA cannot be responsible for material that is lost or damaged in the mail.
4. Label all figures (both hard copy and digital file) with author name, figure number, and file extension, outside of the image area. Note that AJA does not use 'plates.'
5. If a figure(s) is to be printed in color, provide a high-quality color printout(s).
6. If figures are reproduced from another publication, acknowledgments must be clearly made. The burden is on the author to obtain copyright clearance if necessary. The following conventional designations should be noted:
 - 'After' = possible redrafting but no change in information.
 - 'Modified from' = some change.
 - 'Adapted from' = radical changes.
 - If no change is made to the illustration, note the reference source only.

STYLE

Lines and Labels in Graphs, Maps, and Keys

- Use clean black lines.
- On maps, include a north arrow, a scale in km/m, and a key.
- Graphs must have all axes and lines labeled.
- General titles of figures should appear in the figure caption not in the figure.
- It is helpful if label 'layers' are not flattened in digital files.

Lettering

- Use a clear sans serif typeface if possible (Myriad Pro is preferred).
- Try to keep all text in a figure (including axis labels, scale text, inset text, etc.) approximately the same size to aid reducibility and/or enlargement.

- Avoid making the lettering too large for the figure (8–10pt is a good size for digital files).
- Avoid boldface lettering because the open spaces in the letters tend to fill when reduced.
- Place a white background behind lettering that crosses a dark or textured area in a figure.
- It is helpful if text ‘layers’ are not flattened in digital files.

Sizing

- Do not size smaller or larger than these published page dimensions:

	Inches	Picas	Centimeters
1-column width	3	18	7.6
Page width	6.4	38	16.3
Page length	9	54	156.3

DIGITAL FIGURES

General Guidelines

Digital figures should be clearly labeled with author name, figure number, and file extension. If you should have any multipanel figures (i.e., figures with parts labeled a, b, c, d, etc.), please submit, if possible, each part as an individual file at the correct resolution (see below) with a supporting low-resolution file showing the multipart figure layout. It is helpful if a high-quality hard copy of each figure is also supplied, printed at the preferred publication size (see Sizing above). Supplied hard copies must match the digital files.

Indicate the file format of the graphics. We accept TIFF or EPS format. We also accept image files in the following native formats as long as the version of the application is noted, and the file is labeled with the correct extension: Macromedia Freehand = .fh, Adobe Illustrator = .ai, Adobe Photoshop = .psd. Please note the resolution requirements below. We do NOT accept low-resolution (<300 dpi) images.

Vector-based EPS files (i.e., Adobe Illustrator, Macromedia FreeHand) or EPS files exported from page layout applications should have all fonts converted to outlines, or fonts must be included with file submission. Raster files (image files or Photoshop files) saved as TIFF or EPS formats can be saved from any of the image-editing software programs.

Resolution

It is extremely important that the proper resolution be used when submitting digital artwork. The minimum requirements for resolution in raster files are:

- 1200 dpi (dots per inch) for line art (Bitmap [.bmp] or Grayscale mode)
- 350 dpi for halftones (i.e., black-and-white photos) (Grayscale mode)
- 350-400 dpi for color photos (see below under ‘Color’)
- 600 dpi for combination halftones (i.e., images containing illustrations/photos and text labeling) (Grayscale mode)

All artwork should be submitted at their actual size (i.e., 100% of their print dimensions so that we do not have to do in-house scaling). Crop figures so that no unnecessary white space is left bordering the figure. This will help reduce the file size.

Color

If you would like your figure printed in color, please include a high-quality color printout with your submission. Please note: the colors from a LaserWriter or ink-jet printer will not match the colors on the final four-color printer copy.

Fill Patterns

- If possible, use hatched patterns instead of dot fill patterns. When fine or smooth fills are scanned, mottled patterns often result.
- Dot fills must be between 20% and 70% black. The scanner 'sees' <20% black as white and >70% black as black.