



# 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 scanned electronic figures, please refer to our specifications outlined below, which are also available on our Web site ([www.ajaonline.org](http://www.ajaonline.org)). Please contact AJA Managing Editor Madeleine J. Donachie ([mdonachie@aia.bu.edu](mailto:mdonachie@aia.bu.edu)) if you have specific questions or requests.

## GENERAL GUIDELINES FOR ALL FIGURES

- Look at a recent AJA article and compare the look and style of your art with figures accompanying these articles.
- Submit figures at final size (see sizing guidelines under 'Style').
- 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.
- Label all figures (both hardcopy and electronic file) with author name, figure number, and file extension, outside of the image area. Note that AJA does not use 'plates.'
- If a figure(s) is to be printed in color, provide a high-quality color printout(s).
- If illustrations are reproduced without change 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, please include a north arrow, a scale in kilometers/meters, and a key.
  - Graphs must have all axes and lines labeled.
  - General titles of illustrations should appear in the figure caption not in the figure itself.
- **Lettering**
  - Use a clear, sans serif typeface if possible (Helvetica or Arial).
  - 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.
  - Avoid the use of boldface lettering because the open spaces in the letters tend to fill in when reduced.
  - Place a white background behind lettering that crosses a dark or textured area in a figure.
- **Sizing**
  - Do not size smaller or larger than these published page dimensions:

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

## **ELECTRONIC FIGURES**

### **General Guidelines**

Electronic figure files 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 each part as an individual file at the correct resolution (see below). Please also supply a high-quality printout of each of the figures in case the editorial office needs to re-scan. Supplied hard copies must match the digital file.

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.

### **Placed/Imported images**

All images that have been placed or imported into your figure file must accompany this file on disk (i.e., if you import a photograph into Illustrator called photo.tif, you must supply this photo.tif electronic file along with your Illustrator file).

### **Invisible Elements**

Many graphics files contain unnecessary 'invisible' elements. These are sometimes imported graphics that the creator of the file has traced over and then set not to print. To save out printer time, it is best to delete the unnecessary element rather than just set it not to print.

### **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.