





# FINAL ILLUSTRATION CHECKLIST



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## 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 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  
GOV .....if the work was created by the U.S. federal government or its agencies  
PD .....if 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..... 1923 or an unpublished work by an author who died more than seventy  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)

### **MS Page**

Provide the number of the manuscript page on which the callout appears. This page number must correspond exactly to both the digital files and the hard copy that you submit. If the illustration is to appear in a gallery, write the explanatory code GAL in this space.

### **Caption/Credit Attached?**

Attach list of captions and credit lines to the illustration packet and write *Yes* or check if caption/credit is included in attachment.

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