

Permissions and Illustration Guide for Comparative Studies of South Asia, Africa and the Middle East

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Preparing Illustrations and Images

Acceptable Format for Figures

Figures may be submitted in any of the formats below. We print only black-and-white figures, although the original may be in color. We can run full-page figures (4¼ inches wide x 7 inches tall) or smaller ones.

1. Photographs or Slides

2. Books containing art or photographs

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Captions

Every figure must have a complete caption, which includes identifying information for the image, a citation, and any necessary permission or courtesy statements. Examples:

Fig. 1. "Tree Entwined by Sipos," woodcut from a photograph by G. Leuzinger, in Professor and Mrs. Louis Agassiz, A Journey in Brazil (1867; reprint, Boston: Fields, Osgood, 1869), 54.

Fig. 2. Susan Dickinson, manuscript of "I'm waiting but she comes not back," (HbMS Am 1118.95, Box 9), reproduced by permission of the Houghton Library, Harvard University.

Procedure

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2. Provide an electronic file containing a list of captions, numbered sequentially to match the figure numbers. Each caption should identify the source of the figure with a full citation and, if required, a permission or courtesy statement. (See examples on the previous page)
3. Insert into the text of your essay a call-out for each figure ("see fig. 1").
4. Indicate whether you want the original art returned to you.

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