

Preparing Figures and Captions for *American Literature*

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

Our production staff will make scans of the images. This method is often less expensive for the author and ensures a quality scan specific to the requirements of the journal.

3. Digital images

All digital files must be in either TIFF or EPS format (**not JPEG**) and they must have a resolution of at least 300 dots per inch at the size that the image will appear in the journal (see our maximum size above). This means that you can send digital files that our production manager will enlarge, reduce, or crop, but the final size (rather than the size you send) must have a resolution of 300 dots per inch. (If you send a digital file that is 300 dpi at 2 X 3 inches, that size is smaller than our text width (4¼ inches); therefore, after the image is enlarged, the resolution will no longer be 300 dpi.)

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.

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Please contact Emily Dings, managing editor, to determine if you need permissions and if so, what kind (emily.dings@duke.edu).

Procedure

It's best to send all figures, captions, and permissions when you submit your final version of the accepted essay. If this isn't possible, please send them as soon after that as you can.

Hard Copies of Figures (Photographs, figures in books, etc.)

1. For each hard-copy photograph, write the number of the figure on the back of it in pencil.
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.

Figures on Electronic Files

1. Prepare a separate file for each figure. Name the files Fig. 1, Fig. 2, etc.
2. Prepare a file containing all the captions in their complete and final version, as in #2 above.
3. Be sure there is a call-out for each figure in your manuscript ("see fig. 1," etc.).