

Israel Exploration Society Guidelines for Submission of Illustrations

Many authors are now submitting their illustrations in digital format, which, in many cases, does not meet the necessary requirements for reproduction. In order to speed up and improve the production of your paper, as well as minimizing the risk of problems occurring in the publication process, we request that you follow these guidelines. If necessary, please consult a professional photographer or graphic artist in order to submit the illustrations as required. If you prefer, you may, of course, submit the illustrations in non-digital format, as photographic slides or prints, or as original (non-scanned) line drawings.

Submission

Each file should be clearly titled with the name of the author and the number of the figure (e.g., cohen_fig_1). Illustrations should be submitted on a separate CD, with each figure as a separate file. Clearly labeled print-outs of each figure should also be submitted. The captions should be provided as a separate list. Please do not send the illustrations by e-mail.

Acceptable Artwork Forms

Digital illustrations should be submitted as TIFF files. Files saved by a commercial-quality graphic program (such as Adobe Photoshop or Adobe Illustrator) are generally the most reliable. You should avoid using applications that cannot save directly in TIFF format.

The JPEG file format uses a compression which, depending on the setting, may render the file unsuitable for print standards. If at all possible, please avoid submitting JPEG files. If this is unavoidable please be sure to save the JPEG at the highest quality available and at the correct resolution for the artwork type (see below).

Unacceptable Artwork Forms

The graphics created using PowerPoint, Excel, Word, and WordPerfect are low-resolution images that are not suitable for professional reproduction, and will not be accepted for production. Line drawings created by AutoCAD are also unacceptable.

Resolution

Photographs should be at least 300 dpi when sized appropriately for production (generally 12.5 cm. width). Many home cameras produce low-resolution images (usually 72 dpi), which are suitable for screen display, but are far below acceptable standards for print reproduction. Consequently, the fact that you can see the graphics on your screen does not automatically entail that it is suitable for production.

Line drawings should be at least 600 dpi when sized appropriately for production. We prefer to receive originals and carry out the scanning ourselves.

Half Tones

When using grey in half tones, make sure to use grey levels between 10% and 60%, with at least 20% difference between the levels of grey, in order to avoid difficulty in distinguishing between different elements in your figure. Make the figures as close to final publication size as possible, as reduction can cause levels of grey to drop out. Whenever possible, use different patterns of hatching instead of greys to differentiate areas of a figure.

Labeling

Please bear in mind that figures may be reduced in order to accommodate the format of *IEJ*. After reduction, all text should be legible and not excessively large. Please be consistent with type (both font and size) within a figure.

Scales and Other Markings

Illustrations of artefacts should include an unobtrusive scale. Please make sure that the scale is not disproportionate to the size of the illustration as a whole. If at all possible, the scale should be consistent in all illustrations within one article.

Plans should include an unobtrusive arrow indicating the north and any other details you may deem necessary. These cannot be added in the production process.

Consistency between Text and Illustrations

Please make sure that all illustrations are referred to in the text in consecutive order (indicated as “fig. 1”, “fig. 2”, etc., with no differentiation between photos, plans, and other figures).

Please include in the plans any details discussed in the text (e.g., locus numbers and wall numbers) and refrain from unnecessary details in the illustrations.