

# Images, Tables, and Other Visual Elements

Visual elements such as images and tables must be provided separately and not included into the manuscript file. Images should have a minimum resolution of 300dpi and width of 5 in.

## 1. Images and Tables

**1.1** Each visual element should receive a number  $x.y$ , where  $x$  is its chapter in the table of contents, and  $y$  the position of that object compared to other such objects within that chapter. For example, a chapter 3 might have figures 3.1 and 3.2 and a table 3.1. Alternatively, a monograph may forgo the chapter designation  $x.$  as long as it can do so across all chapters (i.e., if one chapter needs to use  $x.y$  numbering, then the entire book should be numbered that way). This latter works best for books with one or fewer images per chapter.

**1.2** In-text citation is always by reference to its number. Avoid language such as "see the figure below," since visual elements may end up at a different place on the page spread. In-line mention of a visual element should use full word and numeral. In parenthetical mentions, use abbreviations, followed by the numeral.

We discovered the cheese hydration dynamic depicted in figure 2.1.  
Changes in mozzarella humidity also changed its melting point (fig. 2.1).

Havarti is preferred, as we can see from the results compiled in table 3.4.  
Thirteen people were interviewed about their cheese preferences (t. 3.4).

The blue veins of a stilton are depicted in plate 8.  
Stilton is prized for its marbling of blue veins (pl. 8).  
OR  
The blue veins of a stilton are depicted in plate VIII.  
Stilton is prized for its marbling of blue veins (pl. VIII).

**1.3** Include tags in your main body text indicating where you would ideally like for images or tables to be placed (e.g., “{Place Figure 1 here}”). We’ll do the best to honor your tags, but keep in mind that books are not blogs. Sometimes, to create a more elegant design (i.e., to improve readability), images should be on their own page, or on the top of the next page, or elsewhere. For most books, write your text so that text and images can be relatively independently placed.

**1.4** Put images (as JPGs, PNGs, TIFFs, etc.), tables, and other visual elements in an “Images” sub-folder within your manuscript submission file. Name each file according to its number (**1.1**).

For example, a chapter 3 might have a table 3.1, and figures 3.1 and 3.2, with file names such as:

```
03_Fig_1_Bries_of_Montmartre.png
03_Fig_2_Kristeva_prepares_fondue.png
03_Table_1_Mozzarella_Moisture_Levels.docx
```

**1.5** Each visual element should have a caption, source, permissions, and alt text, compiled in a single, separate document that is also saved in the “Images” sub-folder. If you have correspondence (such as emails) related to requesting permission to reprint certain images, include copies of that correspondence in this folder as well, and go [here](#) for a template letter for requesting permission to reprint images. If tables contain your own data, source and permissions do not need to be mentioned.

**1.6** Captions should have the following form:

Figure 1.1. Image caption. Rights/credits/authorship.

Table 1.1. Table caption. Rights/credits/authorship.

Plate 8. Plate caption. Rights/credits/authorship.

OR

Plate VIII. Plate caption. Rights/credits/authorship.

**1.7** For alt text, refer to [this guide on Web AIM](#). Alt text *should* describe key elements (including words) in a way that is comparable to the understanding achieved from viewing the visual element itself. Alt text *should not* describe visual elements in a way that is confusing or does not convey the goal of the content, nor should it contain additional information or interpretations that would not be available to a person not using a screen-reader. We encourage evocative image descriptions for visual accessibility and inclusion.