Notes on Illustrations

These notes should be read in conjunction with the ‘Notes for the guidance of contributors’ to the journal Lincolnshire History & Archaeology the editor of which is, Dave Start, Jews’ Court, Steep Hill, Lincoln LN2 1LS, info@slha.org.uk.

All tables and illustrations, including line-drawings and photographs, are referred to as figures. They are abbreviated Fig.1, Fig.2, etc. or as Figs 2-4.

Line-drawings should be in solid black ink without a border. The use of colour is encouraged as the journal is produced in full colour print.

It should be remembered that most line-drawings are reduced for publication and therefore line thicknesses and shading densities should be chosen with this in mind. For example archaeological pottery finds are usually drawn at 1:1 and reduced to 1:4.

It is important to ensure that all figures in an article are consistent with each other. Thus all line-drawings should use the same font, the same conventions for showing sea or high ground, the same style of north sign and metric scale, etc.

All maps and plans should have a north pointer which should be a plain arrow with an uppercase ‘N’ above it. North will normally be to the top of the page. There should also be a metric scale present. Note that abbreviations for metric units of distance are ‘mm’, ‘cm’, ‘m’ and ‘km’ whether singular or plural and all without a stop. A scale with alternate black and white rectangles is preferred. The scale should have a zero at the left end and a number followed by the abbreviation for the unit of measurement used at the right end.

Maps should include all places that a reader is likely to look up. Note that maps that are too crowded are difficult to understand. An over-detailed map might be better split either geographically (rivers and high ground placed on their own map) or chronologically. Should it be necessary to place names vertically on the map (along a river or in a long narrow area) they should all read the same way.

In a figure, any identification letters, symbols or abbreviations should be explained in a key, in the caption or in the text. As a general rule try to remove as much lettering from the drawing as possible. Do not include the title of the drawing within the drawing . . . put it in the caption.

Large figures that are turned on the page can be used, but sparingly please; they should be positioned so that the spine of the book is at the top of the figure. Please remember that space at
the bottom of the figure will need to be left for the caption when using a full page figure.

Foldouts are discouraged. Any contributor considering a foldout should contact the editor at as early a stage as possible. The society would almost certainly require a grant to cover the full cost of any foldout.

Do not embed your images within a text document. Illustrations, text and captions should be supplied as separate files. Do not send *.pdf files as they cannot be edited.

The responsibility for supplying all illustrations (photographs, drawings and line diagrams) rests with the contributors. Permission to reproduce copyright material must be obtained well in advance of publication. With the advent of the society’s web site it is anticipated that the contents of LHA will be made available on the internet in the future. When obtaining copyright permission contributors should ensure that permission to reproduce items on the website is also obtained.

Photographs and drawings should be supplied as digital images with identification either within the digital file or in an associated text file. Digital images should preferably be *.TIF or *.GIF files although high resolution *.jpg files are usually acceptable. All image scans should have a resolution of at least 300 dpi.

Captions should include any acknowledgement. Captions should have a stop at the end of each sentence. Thus:
Fig.1: Grange Farm, Ambridge. View north-west across crewyard (Borchester Echo).

Authors should check that all figures are given a caption and that it is included in the list of captions sent with their paper to the editor. It should be clear to the editor which figure is which. Any particular issues with the figures should be communicated to the editor when they are passed through for editing. For example, if any of the figures need to be on facing pages so they can be compared with each other.

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