

## Instructions to Authors Submitting Articles to *The Silk Road*

### *The nature of the journal*

*The Silk Road* is an annual published by The Silkroad Foundation, a non-profit educational organization. Our concept of “The Silk Road” is a broad one both chronologically and thematically. Thus we have published on nomad archaeology, Buddhist art, purposeful modern travel, ethnographic research, food customs and much more.... Previous issues of the journal may be viewed on-line at: <<http://www.silkroadfoundation.org/toc/newsletter.html>>, where, with the exception of the first issue, they are all in .pdf format.

Given the mission of the Foundation, the journal is intended for a general readership. Authors should keep that mission in mind and always ask: will my article be understandable to a “general” reader? The journal is not intended to be a substitute for specialist peer-reviewed academic journals, even though part of the mission of the Foundation is to provide information about new research, and in general the articles should be well-researched. Articles of a broad interpretive nature may be published alongside more specialized pieces. We are interested in articles about projects that may be only in the beginning stages and where, therefore, there may not yet be firm conclusions.

If you as author are working with other colleagues on related topics, we would be happy to consider devoting a special section of the journal to the work, with individual pieces by separate authors. We are happy to consider publishing carefully selected annotated bibliographies for a particular subject, if it is one of importance and interest to our readership. Increasingly we are publishing book or exhibition reviews, although we normally cannot provide reviewers with free copies of the books to review. Normally we would not accept unsolicited reviews, without prior consultation between the reviewer and the editor.

It is important that an article have a clear introduction (explaining the purpose of the article) and a conclusion. Any article should have an argument or narrative/interpretive thread and be more than just a collection of technical descriptive details. Writing for a general audience means avoiding specialized technical language (if technical terms or non-English words are used, they must be explained the first time they appear), selecting carefully detail that is essential, but not overwhelming the reader with details whose purpose is not clear, and in general being sure that the exposition is clear and logical.

While we do publish information about collections of museum objects and recent archaeological excavations where a certain amount of technical detail is necessary, it should be selected very carefully. We are not in the business of providing an alternative to museum inventory catalogues or full-scale archaeological monographs. There should be minimal notes. For most general readers, illustrations may be important, including both maps and photographs or drawings.

*The submission and editing process*

**Questions about submissions, and the articles themselves and accompanying images should be sent to the editor, Daniel Waugh <dwaugh@u.washington.edu>, as e-mail attachments. If you wish to send material in hard copy, it should be addressed to Daniel Waugh, Department of History Box 353560, University of Washington, Seattle, WA 98195 USA, and when you mail it, you should inform the editor by e-mail to expect the material.**

The editor will acknowledge receipt of submissions but may not immediately provide feedback on what changes may be needed. An initial response to an author that the article may be publishable may be changed if the editing process reveals problems that had not been anticipated at the time of the article's receipt. Whether and when we can publish an article depends on many factors, the quality of the piece and the amount of space in an upcoming issue being the most important considerations. While the journal does not currently have a formal peer review process, the editor reserves the right to consult with specialists about the suitability of any article to aid in deciding on whether or not to publish it. If an article is deemed not appropriate to publish in its current form, the author may be encouraged to make certain changes and re-submit it. Review comments the editor receives on articles he has sent out to readers may be communicated to the author, but without the reviewer being identified. The editor's decision about publication is final and is governed in part by the decision of the Director and Board of the Silkroad Foundation regarding what is appropriate for the journal to contain.

The editor will correspond with authors by e-mail, keeping them informed of the publication schedule. As each issue is being finalized, it is important that authors be available to respond quickly to questions and review edited text and proofs. Authors should keep the editor informed if they are to be away from e-mail for an extended period. It is our normal practice now to send to authors as "proofs" for their approval and correction a) the edited but not yet formatted version of their articles and b) then, in .pdf format, the final version that will be printed. *Once an article has been formatted, it generally is impossible to remove it from the given volume. If you, the author, wish to withdraw your piece, that decision must be communicated to the editor before the formatting process begins.*

There are no strict limits on length, but normally texts should not exceed ca. 5000 words (exceptions are possible). That is, we are talking about a text length of roughly 15 pages of typescript with 12 point type, one-and-a-half spacing, and normal margins. We have on occasion published longer pieces; the editor may be able to advise you on ways to condense a longer article. Remember, since we do want to publish, where appropriate, a lot of illustrations, adding them will substantially increase the number of pages your article occupies when formatted. You may consult earlier issues of the journal (best starting only with Vol. 6, since they have been formatted differently from previous issues) to get a sense of article size and layout, what may be appropriate for illustrations, etc.

Starting in 2010 with the appearance of the journal as an annual (not semi-annual) volume, the approximate publication date will be in mid- to late autumn. To be considered for inclusion in that year's volume, articles should be submitted to the editor by late spring (ca. mid-May) or early summer. Earlier is always better. When an article has been accepted, and assuming that its editing does not present particular difficulties, it is thus possible to have it appear in print within a matter of months. Each issue of the journal is posted to the

Foundation's website and printed (the print version has only black-and-white illustrations in text though now includes a color insert) in a limited edition that is supplied gratis to institutional libraries. The journal does not accept individual subscriptions. Each author will be sent a .pdf file of his/her article which may then be copied or printed to use in lieu of offprints. In addition, each author receives two copies of the full printed issue of the journal, although multiple authors of a single article may receive only one print copy.

### *Copyright*

While the editor may be of some assistance in this, *it is normally the responsibility of the author to ensure that permission is obtained for the reproduction of any copyrighted material.*

The journal may be interested in articles (or parts of books) which have appeared previously in perhaps a longer and more detailed form or in a language other than English. However, it is the author's responsibility not only to identify that previous publication in a note but also to make sure that, if the publisher holds rights to the original article, permission for us to publish has been obtained. *Do not* submit a piece you have published elsewhere or are expecting will appear elsewhere (even if in a different language) without informing us of that fact and where it has or will be appearing. We are happy to publish material which may be part of a larger project whose full publication is yet in the future.

It is important that any illustrations be free of copyright problems. In the first instance, this means asking the copyright holder for permission for us to publish the illustration. If you make such a request to a copyright holder, you should specify in your request where the illustration will appear — that is, name our journal, indicate it is “non-profit” and that it is distributed both in a limited print edition (currently 400 copies are printed) and made available freely on the Internet. Where you have obtained the copyright permission, the copyright holder's name will always be included with a copyright tag in the captions.

If an image is in a source which does not claim copyright, and in certain other circumstances, we may be able to use it according to the principle of “fair use.” However the legal issues surrounding that concept are quite imprecise. Where we apply the “fair use” concept, we also indicate in our captioning the exact source of the image. It may be possible, if you have a copyrighted photograph of an object, that, rather than using the photo, you can submit a drawing (by hand or computer program) as an adequate substitute for the original and not violate any copyright. Sometimes a drawing is, in any event, clearer than a photograph would be.

In general we recommend that you submit with your article all the images you would like to have us use, along with a set of captions where in each case you indicate the source and copyright status of the image. The editor can then point out instances where we may have a copyright issue that needs to be addressed. There may be options for finding an image not under copyright for an object which you have located only in a copyrighted source. Where possible, in such instances, you should be responsible for searching to provide us with the non-copyrighted version, but we may be able to help. Be aware that some images on the Internet (e.g. in Wikipedia) may be considered free to use and be of sufficiently high resolution to print. However, in other cases, images posted on, e.g., photo-sharing sites on the Internet have copyright restrictions and require permission.

We have had some success in quickly obtaining permission to use images posted on the Internet when we explain that the publication has an educational, non-profit purpose. You as

author should ask the copyright holder, if the image cites contact information for the person who holds the rights. If you request permission and it is denied, naturally we will not use the image in question. *We do not have a budget to pay copyright fees.*

In the journal we indicate that the copyright for all the articles is held both by the author and the copyright holders for images on the one hand, and the Silkroad Foundation on the other. Authors are welcome to distribute copies of their articles to colleagues as offprints without prior permission of the Foundation, but, if an article includes copyrighted images for which we have permission to publish only for our journal, then such work should not be republished or copied to another website without first obtaining permission of the copyright holders.

### *The general form of submissions*

Submissions should contain the following:

- \* title;
- \* name of author and institutional affiliation and its location;
- \* text of article;
- \* if appropriate, “Acknowledgements.”
- \* “About the author,” a short paragraph indicating the author’s professional position, main research interests and accomplishments/recognition, selected publications. If the author’s key publications are listed in the “References,” they need not be repeated here. We normally include the author’s e-mail address, but will not do so if you insist. If you provide a somewhat longer description of your interests, etc., the editor may well then select from it. We prefer though that you do your own selection as to what you feel it is important for readers to know about you.
- \*References. This is a bibliography of, in the first instance, works cited in your article. *See below for instructions as to form of citations.*
- \*Notes;
- \*a list of illustrations, with captions and source information;
- \*illustrations sent as separate files (*be sure to read carefully the instructions below under “Illustrations”*).

### *File format (see also below “text formatting and conventions”)*

Format in Microsoft Word, and be sure, if you are using an Apple computer, that you save the files with proper suffixes (.doc or, if using newer versions of Word, .docx; and for pictures, .jpg or .tif). Remember, .txt or .rtf files will not preserve formatting such as Italics, hence our preference for Word (.doc) files. *Please do not send images embedded in a Word document but rather send each of them individually as .jpg or .tif attachments.* Please avoid using automated formatting commands (Macros), since, once they are embedded in the file, they can create problems later in the formatting of the article. Also, it is preferable though not essential that notes be inserted “manually” by typing in each note number and then typing the notes at the end of the article as end-notes.

It should not be necessary that you compress files, since you can always spread images over several messages and not attach them all at once. If necessary, the editor normally can figure out how to open compressed files. However, since there are various file compression programs which may involve an unusual format, we prefer to avoid problems by asking that you not compress the files.

It should not make any difference what font you use, *providing it is a standard one and*

*you use it consistently throughout.* We are currently printing using Book Antiqua (this may change in the future), but normally it is easy enough for the editor to convert the font if you write in Times New Roman, Courier, or some other choice. If you are using non-Roman fonts (e.g., to include Chinese characters), please try to use a single font in each case consistently — that is, do not mix SimSun with some other font. Generally we have found that SimSun works best with our other fonts. Also, note that certain kinds of diacriticals (e.g., in transcription of Sanskrit or Arabic, the dots under certain consonants) may create problems in our publishing software. Be sure if you are using such “non-standard” characters, you specify what font you are using, but do not assume any non-standard font is going to be printable. You may be advised to send me the fonts so I can read your text properly, but that does not necessarily mean I can get the article printed using those fonts. See also below the comments on transliteration.

If you normally write in a language that reads right to left (e.g., Persian, Arabic), please be sure to provide me text that is set only for left to right, with no sections in it that are formatted for the opposite direction. The one exception here would be if it were necessary to include a word in the original alphabet (e.g. in Arabic script).

### *Language*

With the exception of Russian, which the editor can and, if necessary, will translate, submissions should be in English, since the journal publishes only in English. Quotations, if in another language (even standard European scholarly languages such as French or German), should be translated into English if cited in the main body of your text. Where there are equivalents in English, foreign terms are to be avoided, although the source word can be indicated in parentheses the first time a word is used. If there is no ready equivalent, then use of a foreign term is acceptable, providing that a definition of it in English is provided on the first usage in the article.

If your native language is not English, you should not hesitate to submit for our consideration articles in the best English you can provide, even if that is not perfect. Naturally we wish submissions to be as carefully written as possible, but the editor has long experience in editing non-standard English and will be happy to work with authors to polish their text. If you submit an article in English where your original text was in Russian, please also submit the Russian version. I would prefer to translate anew a complete article in Russian rather than receive it in a partial translation that mixes English and Russian. For other languages, as necessary, the editor may request an original-language version of your piece in addition to the English version you submit, in the event he must consult with a colleague about some passage which is unclear in the English.

Even those who are native in English should be alerted that they may receive a substantial number of editorial “corrections” or suggestions. Very often an article can be improved by some reorganization, re-structuring individual paragraphs, and so on. The editing process is an intensive one, which may involve substantial re-writing. Be assured that we will not publish your piece until you have seen the final edit and approved it.

### *Transliteration/transcription*

Our standard here may vary depending on your subject, but within a given subject area we prefer you follow the most accepted standard used, for example, in the major journals published in the United States in English. This *may* mean in the first instance the “American Language Association-Library of Congress” Romanization system, the tables for which can be accessed from: <<http://www.loc.gov/catdir/cps/roman.html>>. If in your field there is a

preferred variant (e.g., the *Encyclopedia of Islam*), then use that. Chinese should be in Pinyin, not Wade-Giles, although if you quote a source that uses Wade-Giles, then leave that in the quotation, providing a Pinyin equivalent in brackets. Since the editor does not know many of the languages relevant to the study of the Silk Roads, it is essential that you be precise in your rendering of any transliteration or transcription. In general, the standard we try to use is that a reference should be searchable in WorldCat. That is, deviating from the transcription/transliteration used there may otherwise mean a reader in the Anglophone world is unable to locate a work you cite. Of course WorldCat is not perfect—for example it will “Arabize” Persian names and titles. For those, at very least do try to be consistent within your reference list.

For the purposes of a general interest journal, where possible we would recommend simplified Romanization *without* the use of diacritical marks. Remember, a specialist will know where the long vowels are in, say, Arabic; whereas for a general reader, it makes no difference and the diacriticals will just interfere with that individual’s reading your article. Phonetic transcription may be preferable to transliteration. Thus, one might well prefer Avalokiteshvara to Avalokiteśvara, since most readers will not know how to pronounce the ś. I am, however, open to the use of the diacriticals in such a case, providing that they are used consistently throughout the article for any given word or letter. Analogously, the formal academic transliteration system for Tibetan requires that a reader look at words which are impossible on the page even to attempt to pronounce. Thus it would be better to use the simplified phonetic system (although the formal transliteration could be added in parentheses the first time a name is cited). If there are special circumstances requiring precise transliteration with diacriticals then leave them in.

For Russian (which frequently is found in our citations) we prefer the “modified Library of Congress system” of transliteration, which does not require diacritical marks (the International Linguistics system does; so we avoid that). Thus, for example, the Cyrillic letter “ш” is rendered as “sh,” not “š.” On the other hand, if you were citing Czech, you would need to keep the diacritical marks, since they are part of the original Roman-based orthography.

For Arabic and Persian, we are experimenting with including all the diacriticals, but have run into problems with the software to reproduce them accurately. You may provide transliterated titles that include them, but please *do not* include in your reference list non-Roman alphabets where there is a standard system of transliteration or transcription.

While consistency is desirable, there may be exceptions. One might reasonably prefer Tang Dynasty to T’ang Dynasty (who, but a pedant, really cares whether the apostrophe is there?); for certain proper names, there may be an established usage that does not follow strict rules of transliteration (e.g., if we were referring to the composer, as opposed to a scholar by the same name, Tchaikovsky, not Chaikovskii). Common geographic names should be given in their anglicized variant, not in the original language (e.g., write Moscow, not Moskva). Note, if a place name has changed over time, you may wish to provide the other variants in parentheses the first time you mention it. Hence: Xi’an (Chang’an) or Istanbul (Constantinople). If it seems preferable to use the current place name throughout, do that, but it may also be acceptable to prefer the historic one, providing you tell the reader what the current name is (e.g., Constantinople [Istanbul]).

Where necessary, it is permissible to provide the original script as well as transliteration, although probably the only case where this is essential is Chinese. We do now include as a matter of practice Chinese characters, but they should not be necessary for every well-

attested name (e.g., that of a dynasty, as opposed to that of a specific author).

Should there be a special font to render an ancient alphabet which is not part of the standard fonts, presumably we can accommodate that, but you may need to provide the editor with the necessary fonts.

### *Form of citations*

Please follow these guidelines carefully, since by doing so you will save the editor a great deal of time. *It is your responsibility as author to ensure that your citations are accurate and complete.* The editor should not have to do your work for you. Be aware that if you look at back issues of our journal to see examples of citation form, you will find some inconsistencies. We are hoping to avoid them in the future.

We prefer that you keep notes to a minimum. It should not be necessary to provide source citations for many successive sentences where they can perhaps be grouped either at the beginning or the end of a paragraph. The general reader does not need to be distracted by frequent notes.

We use two forms of annotation:

1. Simple page references are inserted in text in parentheses, where the work is cited by author's last name and date of publication, followed by the page or illustration number if you are referring to a specific page or illustration.

Example:

He is honored as one of the founders of modern geography (Osterhammel 1987, p. 150).

Keep the abbreviation for p. or ill. in the reference, for the sake of clarity.

2. Notes are to be used only if they communicate information beyond a simple citation; they will be published as endnotes, not footnotes. While it is acceptable to use the automated footnoting function in your word-processing software, we would prefer you enter notes "manually," inserting the number in parentheses or as a superscript where it belongs in your main text and then adding the note at the end of the article in a separate section of "Notes." This makes it easier for our formatting.

All the works cited in your article should be included in a separate list of "References" at the end, in which you will provide full publication information. In other words, *please do not provide your references only in footnotes, where the editor then would be expected to compile your bibliography for you to place at the end of the article.*

Remember, at least for books, you yourself can go on-line if necessary to check information in a standard international library catalogue (such as WorldCat) should you not otherwise have the full publication information for a particular source. *If a book or article was originally written in one language, but you are using it from a translation, we would like to have not only the reference to what you actually consulted but as well a reference citing the original source in the original language. Do not cite a work as though it is in English, if in fact it was published in another language.* Of course, should there be an English version of any source you cite, we would like to have a reference to it, since for most of our readers, that is the version they might want to consult after reading your article.

The entries in the list of references are in alphabetical order according to the short citation of author's name (or, if the identifier is the title, short title) and date.

Example:

Cleaves 1955

Francis Woodman Cleaves. "The Historicity of the Baljuna Covenant." *Harvard Journal of Asiatic Studies* 18/3-4 (1955): 357-421.

*Secret History* 1998

*The Secret History of the Mongols. The Origin of Chingis Khan. An Adaptation of the Yüan Ch'ao Pi Shih.* Based primarily on the English Translation by Francis Woodman Cleaves, by Paul Kahn. Expanded ed. Boston: Cheng & Tsui, 1998 (first published 1984).

Full publication information should include:

\*full name of author (first, middle initial and last name), even if the book or article, or your own academic conventions, use only the first initials of the name. Thus: Prokopii B. Konovalov, not P. B. Konovalov. If you are unable to learn an author's first name, just the initials will suffice.

\*full title of the work—if an article, the title is placed in quotation marks; if a book, or name of a journal, the title is Italicized. *Where the work is in a language other than English, give the title in the original language in Romaized transcription or transliteration, not merely in English translation, but in such cases, for anything but the standard Western scholarly languages, provide also an English translation of the title in brackets.* You need not translate, e.g., French and German titles.

Example:

Tal'ko-Gryntsevich 1999

Iulian D. Tal'ko-Gryntsevich. *Materialy k paleoetnologii Zabaikal'ia* [Materials on the Paleoethnography of Transbaikalia]. Arkheologicheskie pamiatniki siunnu, vyp. 4. Sankt-Peterburg: Fond Aziatika, 1999.

\*For citations of journals, include volume number and year of publication.

\*For books, place of publication, publisher and year of publication.

\*For book chapters and articles, give page numbers for the entire work you are citing (*that is, not just the one page you may be referring to in your text*).

If you are citing a work in Chinese, be sure to provide both Pinyin transcription and Chinese characters for author and title, as well as translation of the title into English. With the Pinyin, please try to combine the syllables that make up words, not just provide each syllable separately. You may also wish to provide characters for Korean and Japanese, although that is not essential, and proper transcription should suffice.

Our citation form for the list of references is "Chicago style," for which there is a short guide at: <<http://www.lib.washington.edu/help/guides/45chicago.pdf>>. The only difference in our case is, since we alphabetize by short reference to author's surname, we then list the full name below with given name and then surname in that order (see the citation of Cleaves above for an example). Should you need more information for citing kinds of sources not listed in the short guide to Chicago style, consult: <<http://www.lib.washington.edu/research/wri.html>>.

An exception to the above form for listing “References” might be to use a short “bibliographic essay,” examples of which can be found in articles by Frank Harold in previous issues of our journal. A bibliographic essay would be appropriate primarily if you are not including any references in your text.

If you follow the form recommended here for a list of “References,” it is acceptable to add, as appropriate, brief annotations to certain titles. Moreover, you may include some titles which you have consulted and that should interest the reader of your article even if you have not cited those works in your text. However, *do not* attempt to provide an exhaustive bibliography.

### *Text formatting and conventions*

*Spelling.* Spelling conventions are American English, though I am willing to make exceptions for native British English writers who wish to maintain their “honour” instead of having it reduced to “honor.” See also above under transliteration for the spelling of proper names.

*Italics.* If you must use a foreign term Italicize it the first time you use it, but not the subsequent times.

*Spacing.* Set the line spacing at an interval of one-and-a-half.

*Paragraphing.* Either indent the first line of each paragraph, or, if you prefer not to indent, leave an extra space between paragraphs.

*Punctuation.* In quotations, we place the end punctuation inside the quotation marks, not outside as is the norm in many other countries. (Example: She said, “Go home.”). In cases where there is a quotation within a quotation, the punctuation normally would be done as follows: She said, “The author used the word ‘apple’.” Single-space after periods (.) and colons (:).

*Quotation marks.* Use double quotation marks (“”), unless it is a matter of a quotation within a quotation, where the inside quotation would have single marks (‘’). Long quotations should be set off as separate paragraphs that are indented.

*Note:* Be sure to check your quotations for accuracy and be sure to include quotation marks if in fact you are quoting. If you are quoting something originally in English, even if you accessed it via a translation, please try to locate the English original and cite it, rather than re-translate the quote. I may be able to help in instances where you cannot find the original English source.

### *Writing tips.*

In theory anyone who submits material for the journal knows the principles of good writing. In practice, this proves not always to be the case, especially since writing for a general audience is not what most academics do. Furthermore, what is acceptable expository prose in some situations may not match the norm for our journal. Here are some thoughts on general problems which the editor has encountered.

\*Keep in mind the flow of argument and transitions between sections and paragraphs. Very often an argument will be clearer and stronger if sections of text are re-positioned so that material on a particular topic is closely connected. Avoid situations where you need to say to the reader, “as we have seen above” or “as we will discuss later.”

\*Paragraphs should have structure: a topic sentence, exposition, and a transition to the next paragraph. That is, a paragraph has a focus and is not just a randomly organized set of separate sentences. Short “paragraphs” are to be avoided, even if they are common to a lot of journalism. A single sentence or two sentences normally do not make a “paragraph.”

Several such short “paragraphs” generally can be combined if given a proper topic sentence and properly organized.

\*Headings within an article should be kept to a minimum. For the most part, since the articles we publish are short, there should be no need for internal headings to guide the reader. There are exceptions of course. Too many headings is generally a sign of bad writing where the author has made no attempt to integrate the text and provide proper transitions between sections.

\*If there are technical details that you feel it essential to convey, they may best be placed in a note. For the most part general readers will not care about exact measurements or precise geographic coordinates, technical details of pigments, etc. Obviously here too there are exceptions (for example, in reporting new archaeological research) regarding what might be important to keep in your main text as opposed to what could be relegated to a note.

\*Similarly, while providing some sense of where your material fits in a body of existing scholarship and publication, in most instances you should not provide a full “review of the literature” as you might in a book or scholarly article. Rather than write in your main text “Professor X says, but Professor Y disagrees,” you might simply have a citation (X 2007, p. 3; cf. Y 2008, p. 5). The “cf.” here implies that there is a different opinion. Generally you should avoid name-dropping where your source can simply be indicated in a parenthetical reference. For example, you might want to say “some scholars believe” including then the names as references, but you do not need to say “John Smith, Peter Jones and Hermann Kohl all have asserted... (Smith 1953; Jones 1997; Kohl 2003).” If there is in fact a critical issue of disagreement, possibly the best place to explain it is in a note.

### *Illustrations*

It is important that, where appropriate, you provide illustrations to your article. Of highest priority for our general readership may be a simple map locating key places mentioned in your article. Remember, many readers may not be familiar with the location of places that are quite familiar to those who have long studied the Silk Roads (e.g., Kashgar or Dunhuang, or even some countries such as Kyrgyzstan...). The editor may be able to help in producing such a map, but in the first instance it should be your responsibility to do so. The challenge in this may be to find a base map where there are no copyright obstacles.

Such maps (or, in some cases sources such as NASA satellite photos) may be located on the Internet. A good source for maps is the University of Texas Library <<http://www.lib.utexas.edu/maps/>>. For very simple placement of locations, it is then easy enough to overlay the minimal captioning which is needed. Maps which are from older publications such as historical atlases that are out of print may either be too dated to use or may confuse the reader because they contain extraneous detail. We have modified such maps by stripping out extraneous detail, but that process is time-consuming. You as author are invited to do it; the editor would prefer not to. Hand-drawn maps may be acceptable, although, unless you are a good calligrapher, it is preferable that their captioning be typed.

*Remember that any map or drawing with captioning on it must have lettering that will be large enough to be read if the writing is to be at all useful.* Depending on the size and amount of detail in an illustration such as a map, we may not print the illustration across a whole page. So keep in mind what size of lettering will be legible if the illustration is printed in a smaller dimension and at lower resolution than the original. If you lack the technical capability to re-letter illustrations which have type that is too small, the editor may be able to do this for you.

Where a map or drawing has captioning on the image in a language other than English, if

you want the captioning to be of use to the reader, it will need to be translated. The editor can replace non-English captions with English ones, but you may need to provide the appropriate translations. Ideally you would re-caption the illustration yourself.

Apart from what may be written on an illustration, we print separate captions for illustrations either under them or next to them. Generally it is *not* good to include in a caption *on* the illustration itself a figure number, since the numbering may well change before the article is finalized. When submitting your article, you should provide a list of illustrations (figures) in which you give the caption as you wish it to read along with the source information (see the section on copyright above). The source information, as appropriate, should include page or figure number if your illustration is taken from another publication, or a website URL, if it is taken from the Internet. Be sure that the file names of the illustrations you send can be matched with the numbering in your list of illustrations. The best way to do this is to name the files using your surname and then the figure number (e.g.: jonesfig1.jpg).

Indicate in your article's text in brackets (e.g., [Fig. 1]) where each figure is best placed. The actual placement on the printed page may vary depending on formatting considerations. Too many illustrations to a small part of your text probably cannot all be placed in proximity to the text but may have to be on different pages. It is possible for us to have pages in an article which contain only illustrations, though we prefer to intersperse the illustrations throughout the text.

*It is important to send image files that are of sufficient size and quality to print well. Thus, an image which has been "saved for the Internet" to be viewed only on a computer screen is not going to be adequate, nor is an image taken from a Powerpoint slide. Photographs taken with, say, a small digital camera where they are saved in jpeg format generally are sufficiently large and with appropriate resolution for us to use in printing, providing you have not reduced the size before you send them to us.*

The size of illustrations we print may vary, depending on the amount of detail in your image, but generally we would not print an image larger than 6.80 inches (ca. 17 cm) maximum dimension if it is placed horizontally across the page, or 9.5" (24 cm) vertical dimension if placed vertically on a page. Most images will be printed with smaller maximum dimensions — from 2.5-4.5 inches (6.25-11.25 cm). So, in sending an image, please keep the maximum size dimension in mind and send the image at 300 dpi, not at 72 dpi (which is the Internet resolution). I can re-size images that have been saved at resolutions lower than 300 dpi, providing that the picture dimensions are larger than the maximum dimension I would print. *In general it is best to send the largest possible size of an image and let the editor decide whether and how to reduce it.*

If you are scanning illustrations, scan at 300 dpi and 100% (or more) of the original size; *if there is a "descreening" function in your scanner, use it for printed photographs.* The descreening is necessary because of a process in printing in which a photo is converted to a set of small dots, which the scanner will otherwise exaggerate to create a grainy or geometric pattern on the scanned photo. I can to some degree compensate for that effect in Photoshop, but it is easier if the descreening is done at the scanning stage.

If you send .jpg images, this should mean you can easily e-mail them (they probably will not exceed 2 MB). If your image is a large .tif, it may be too large to attach to an e-mail (a large .tif could be 50 MB; we don't need that). While we prefer you use .jpg or .tif format, bitmap images (.bmp) or .gif files normally will also be acceptable. If the file size of your

images is too large to attach them to e-mail, either you can load them to a file-sharing site and send the editor the information as to how he can access and download them, or you can copy them to a disk and mail them to the editor, who will provide you with a mailing address.

I have use the file-sharing service Dropbox ([dropbox.com](http://dropbox.com)), which is free of charge. It allows a person to create a folder and put large files in it. Dropbox then informs the other person (who is authorized to use the same folder) that the folder is there and he/she is invited to open it, place files in it, or remove files from it. If both individuals are signed in on Dropbox, the files can be transferred directly where their computers are connected to the Internet.

The editor will try to enhance images of marginal quality by manipulating them in Photoshop. However, be aware that certain kinds of problems (e.g., images badly out of focus) cannot be “fixed.” Moreover, in choosing your images be aware that some will show well in color (in our .pdf version of the journal) but may not have enough contrast when we print hard copy of the same picture in black and white. Be sure to keep that limitation in mind when you select illustrations. You can always send “extra” images, so that the editor can choose what will print best.