**AJA Figure Checklist**

For detailed figure guidelines, please refer to the Author Guide on the AJA website (<https://ajaonline.org/submissions/figures/>).

For each figure, please complete all fields in the table below. Copy and paste blank tables from page 2 if you need more.

* **Figure number**: List your figures numerically. If you have supplementary online-only figures, list all in-text figures first, and then all online-only figures.
* **File type**: .tif, .psd, .png, .eps, and .ai are accepted file types. Do not submit .jpg files. If your figure contains annotations (text labels, arrows, etc.), submit an editable version.
* **Suggested size**: Choose one-column width (3 inches) or up to full-page width (6.4 inches). Your image must be 300 ppi minimum at the desired size for printing (or 600 ppi if it is line art).
* **Permission secured?**: Authors are responsible for securing permission to use any published or unpublished material for which they do not hold the copyright. Even if the author took the photo, they may still need to seek the permission of government heritage entities, a museum, etc.
* **Copyright holder**: Please identify the rightsholder(s) here and upload evidence of written permission for use with the rest of your materials in Editorial Manager.
* **Credit line**: Paste in any credit line stipulations or requirements from the rightsholder(s).
* **Alt text**: A concise description (50 words or less) of the image, essential for readers using assistive technologies such as screen readers. Distinct from figure captions (which explain the role or significance of an image within the article), alt text describes the content of the image in your own words. Find more instructions and see examples here, particularly under the “Writing alt text” heading: <https://www.journals.uchicago.edu/journals/eh/prep-alt-text2>.

**Tips:**

* Print figures at the requested publication size before submitting to see whether labels and legends are legible. Text should be in Myriad Pro Regular (i.e., no bold, and italics only for water bodies), 8 or 9 pt. at final figure size.
* Avoid dark backgrounds, complex patterns under text, satellite imagery, and unnecessary color if possible. Maps, charts, and tables should be grayscale.
* If figures are being prepared in Adobe Photoshop, do not check the “Resample” box to increase resolution to meet the minimums noted above. This will result in a loss of quality. To increase resolution correctly, re-create or rescan the figure.

**Sample completed table:**

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| Alt text: A short and slender figure stands frontally, in three-quarter view, one arm raised to extend a sacrificial implement (now lost). The sleeve of the loose, plain tunic falls just beyond the elbow. The face is damaged, but the forehead, a finely rendered eyebrow, and an eye are visible. | |

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