



INSTITUT FRANÇAIS
D'ARCHÉOLOGIE ORIENTALE

المعهد الفرنسي للآثار الشرقية

2023

ICONOGRAPHIC GUIDELINES

Resolution and formats

As far as possible, files must be “ready to print”, that means requiring no adjustment.

Provide source files only, proscribe photocopies or printed documents; scans have to be done from a scanner only (photocopier should be banned), with 300 DPI resolution for coloured or grey-level pictures and 600 DPI (ideally 1200 DPI) for line drawings; their scale in the book cannot exceed the scale of the original pictures.

Provide source files only with a JPG, TIFF or RAW extension for photographs and preferably an AI extension for plans and drawings; PSD files are accepted; Excel (XLS) should be banned; JPG or TIFF files associated to Illustrator files have to be joined as links (“linked” pictures—ban “embed” pictures), and thus provided with the AI file within a dedicated folder.

Illustrator Files (AI)

Scale/Size: respect the template of the publication.

Lines: the minimal thickness is 0,25pt for plain lines and 1,5pt for screened lines; delete any useless objects, elements and layouts.

Font: use Cronos Pro or a single Unicode font with no wheelbase.

Layers: the flattening of the layers in Illustrator and Photoshop should be banned; the text within the file has to be modifiable by word processing.

Photographies (JPG, TIF or RAW)

Quality: check the clearness of photographs.

Resolution: the requested resolution for printing is 300 DPI for photographs, and at least 600 DPI (preferably 1200 DPI) for layout drawings in Bitmap (black and white) format. [On Photoshop, go to “Image size”: to control the resolution, link “Width”, “Height” and “Resolution”: a 300 DPI resolution has to give a sufficient size in centimeters in the final format.]

How to name figure or plate files

Files must be names without accents, spaces or specific signs other than underscore, the full stop being used only before the file extension; numbering takes into account the total number of figures or plates (1 → 9; 01 → 10; 001 → 100).

Examples: Fig01_Egyptian_Ceramic.jpg or simply Fig01.jpg **NOT** Fig. 1.Egyptian ceramic.jpg or Fig.01.jpg

Presentation and page layout

Precise the origin of the photographs and the copyright: provide the authorizations.

Number each document, one after the other, continuously as “fig.”; proscribe numbering by plates.

Provide a preliminary layout precisising the size and place of the images in the text, or fulfill the chart of iconographic treatment sent by the editorial service, with all the details useful for the layout.