

## KEYING ILLUSTRATIONS TO TEXT

Carefully preparing illustrations and keying them to the text saves time and money, and avoids confusion, delay, and error. These “best practices” apply to all illustrations—photos, drawings, maps, charts, diagrams—and can also to side bars, tables, spreadsheets, or anything else external to the main body text document, which are best prepared separately.

For more detail, please see the University of Chicago *Manual of Style*.

1. Number all illustrations sequentially, 001 through 999. Use one or two zeroes to represent tens or hundreds depending how many illos you have.  
For physical art and photos, put a Post-it on the back, with the number sticking out the right side.  
For digital art, make the file name be 001.jpg (or 001.tif, 001.ai, 001.pdf, as appropriate).  
If you later need to add illos in the middle, you can number them 103a, 103b, etc.  
For complex projects, you can prefix the file name with a class name.  
*Examples:* map\_001.jpg or genealogy\_001.pdf  
If it is convenient for you, you may add a description *after* the file name. Keep file names short, but not cryptic. Example: map\_001\_skokie1900.jpg

2. In the text file, insert where appropriate: <illo 001> in red and/or bold. If it goes generally with a paragraph or range of paragraphs, put it at the end of the last paragraph.

*Example:*

The clouds parted as our plane approached Skokie.  
<illo 001> All those memories came flooding back.  
Our family was born here. Grandpa farmed, as did his father. It was a small town then. <illo 002> <map\_001>  
<illo 003>

3. Make a list of captions, numbered as above. This should be a separate Word document. Credit, if it is to appear with the illo, should follow on the next line. (If the book has many credits, they are best collected on the copyright page instead). Please double-space between illos. *Example:*

001  
Aerial view of Skokie, Illinois, 2010

002  
Cyrus and Mary Haber and children. Skokie, 1899.  
Estate of Dorothy Haber

Map\_001  
(No caption)

003  
Cyrus Haber, as drawn by his granddaughter Elizabeth, age eleven, in 1931.