

Preparing Maps for Publication

CONTENTS OF MAPS

A single large map may sometimes be more useful than several small maps. Maps can take up no more than one book page (or a two-page spread, in which case there must be a reasonable dividing point). Questions to consider:

- What time period does the map represent?
- Can features on the map be grouped into themes?
- What foreground features are essential?
- What features (rivers, lakes, mountains, county lines) are necessary? Are they essential on all or just a few maps?

When mapping wars and settlements, it may be clearer to provide separate maps for each important phase.

If you wish to have a Press freelance cartographer prepare your maps, the cartographer will require an appropriate up-to-date (or historically accurate) base map of each mapped area, preferably one that is in the public domain. A single base map covering the entire area on a single sheet is preferable to several maps of the same region with labels of different locations or several maps of different parts of the region.

A compilation drawing should be detailed and unambiguous, with the region to be shown on the finished map clearly delineated. Use colored pencils to distinguish among various kinds of features as well as to differentiate symbols and labels for the map. (Color, however, will not be used in the final map.)

Provide titles, place names, and other labels twice: once on the compilation map to indicate location and again on a label list. On the label list, break place names into categories and subdivisions (e.g., states, counties, cities, rivers, lakes, etc.) Check spelling and wording carefully; spelling must be correct on the label list and also consistent with the text.

COMPUTER FILES

If we ask you to supply application files (for possible adjustments to your files), we ask that you prepare and supply your files in PhotoShop (6.0 or 7.0), or Illustrator (10.0). We will also ask you to supply printer and screen fonts and any art that you have imported into the Photoshop or Illustrator document.

TIFF or EPS images can be used by the printer who will actually place the maps. We will also accept PDF files ONLY if UNP has approved these as FINAL maps and no adjustments or corrections will be made. We will supply you with our printer's specifications for preparing these PDF files.

See below regarding lettering of labels in your computer-generated art.

Always include a clean hard copy of artwork as a guide/reference for the printer.

SCALE

Artwork generated on computer should be rendered at 100% to fit a page width of 4 3/8 inches (26 picas) and a depth of 6 7/8 inches (41 picas).

RULES

Thickness of box rules should be set at a minimum of 0.5 points.

SHADING

If shading (tint, fill) is used, generate black dot tints of 10%, 30%, and 50% or a combination of horizontal and diagonal line screens (hatching), with no more than five levels. The range from dark to light should be in a logical sequence.

Shaded areas should be enclosed within a 0.5-point rule.

KEY OR LEGEND

Determine whether a key or legend will help readers understand different symbols and levels of shading.

FONTS/TYPEFACES

Confer with the University of Nevada Press about typefaces to be used on maps. Helvetica, Times Roman, Minion, Galliard, Garamond, Palatino, Sabon, and Goudy are common typefaces available to the Press.

If you are producing your maps as PDF (or camera-ready hardcopy), we recommend 8-point Helvetica Light, with capitals and lowercase (title capitalization style) for most labels. For other degrees of emphasis use:

- 8-pt. Helvetica Light, all capitals
- 8-pt Helvetica Bold, capitals and lowercase
- 8-pt Helvetica Bold, all capitals
- Italics (for rivers).

Excessive use of varieties of typefaces is awkward. If you cannot distinguish all types of features with the above type styles and find you need to vary type sizes, type sizes must have at least a 2-point difference to be set apart from one another. Overly large type distracts the viewer and interferes with perception of patterns and trends.

Type will become smaller if the illustration is reduced and larger if it is enlarged; ideally, the final illustration or map will have labels no smaller than 7 points.

When map type falls on state lines, rivers, tints, or other underlying features and is difficult to read, electronically insert an opaque layer under the type so that it is readable. Another solution for rendering type against a tint more readable is to use large or medium-size bold type.

Do not include main map titles, which are usually set separately as a caption by the typesetter using the general or main text typeface.

IF SUBMITTING CAMERA-READY ART

- A protective overlay of heavy paper should be attached to all camera-ready illustrations.
- THE SIMPLER THE BETTER.
- Omit extraneous detail and use as few degrees of emphasis in shading and lettering as possible.
- Keep charts and graphs small and light when possible. A good chart or graph will show at a glance—trends, events occurring over time, or comparisons.