

Figure Guidelines

Congratulations on your forthcoming publication in the *American Historical Review*!

We welcome the use of figures in your article but please only include those that are crucial to the argument of your piece. All figures must be logged in your [figure spreadsheet](#). A copy of the spreadsheet can be uploaded to ScholarOne or emailed to Sarah Muncy (smuncy@historians.org).

Below are some guidelines to keep in mind if you are considering including figures with your piece:

- All figure numbers, captions, and credit lines should be included in the [figure spreadsheet](#).
- Figures must be at least **300 DPI** and at least 4x6 inch size to use. We are unable to publish figures of lower resolution because they will not reproduce with enough clarity.
 - Please note, photos taken on a phone are often only 96 DPI and cannot be used.
- You are responsible for obtaining permission and paying any fees for the use of any figures under copyright.
 - If you have questions about figure permissions, you can email smuncy@historians.org. Please note, however, that the *AHR* editorial team cannot provide legal advice and will only claim fair use as a last resort for absolutely necessary figures. For most figures where official permission from the copyright owner cannot be secured, the *AHR* will be unable to include the figure.
- Please review the [guidelines for using third-party material from our publisher](#), Oxford University Press.
 - A permission form template for your use is available [here](#). However, if the institution you are working with wishes to use their own form, that is acceptable, as long as you secure permission to use the figure in print and digital, in perpetuity, with worldwide rights.
- All figures should be uploaded to ScholarOne or emailed to Sarah Muncy as figure files (.jpeg, .tif, or .png), not pasted in a Word document.
- Make sure you have placed a callout in your piece to indicate approximate figure placement. For example, <Figure 1 here>.
- All figures are required to have an accompanying caption and credit line. All figures appear in black and white in the print journal, and color figures appear in color online. Please make sure the figure (especially if it is a graph or chart) will work in both color and black and white, and the caption accommodates both.

- To check if your figure is suitable for readers with color vision deficiency, please use these resources:
 - <https://www.color-blindness.com/coblis-color-blindness-simulator/>
 - https://bioapps.byu.edu/colorblind_image_tester
- If you have specific sizing or cropping specifications for any figure, please include the details in the comment column in the figure spreadsheet.