**GI-TOC PUBLICATIONS:   
VISUAL GUIDELINES FOR AUTHORS**

**Figures, mapping and photography requirements**

*These submission guidelines will enable the designer, illustrator and cartographer to compile and create the visual material used in your research as accurately and quickly as possible. Please use these guidelines in tandem with the visuals supply template.*

**Figures**

Please provide the following:

* **A numbered list of proposed figures** for the publication (i.e. Fig 1. Crime syndicates Western Balkans 2006–2020, etc.)
* If a graph / pie chart: **the Excel / Powerpoint raw data files** relevant to the Figure wherever possible. Please annotate these data sheets to reflect the Figure numbers from the list.
* If a diagram, timeline or infographic, please **describe type of diagram required and provide a visual reference to help the designer create the visual** (Powerpoint slide, or an annotated screen shot, or a hand-drawn sketch.)
* **Please provide all the text elements** needed in your diagrams (if they are included in a hand-drawn or picture reference, so that we can ensure accuracy and alleviate the need to key in text again)

**Maps**

Please provide the following:

* **A working title for the map**
* **A brief for each map:**   
  Define the specific map content and geographic coverage required

Please provide one of the following visual references:

1. An annotated screen shot (preferable)
2. A hand-drawn diagram detailing information to be included (direction of flows, incident locations, hotspots etc.)
3. An existing GI map reference from another GI publication to be used or modified, (please supply source details and specific modification instructions)  
   If hand-drawn, please note:  
   Annotations should only include content-specific information and labelling (i.e. flows arrows, incidents, hotspots) and the correct geographic area. There is no need to recreate a fully detailed map!

* **Provide the map labelling requirements** (i.e. text elements):

Please supply any additional text that has to be included on the map along with a clear indication of placement, specifically:

* + - Any text that appears on a hand-drawn visual reference (so we can be sure not to misinterpret handwriting, place name spellings etc.)
    - Any towns or other geographic features that have to be included.

Additionally, please indicate which of the following should be shown along with any specific instructions:

|  |  |
| --- | --- |
| Road infrastructure | *(E.g. “Yes – include main roads. Flows to follow roads”)* |
| Provincial borders |  |
| Any specific geographical features?  E.g. national reserves, bodies of water etc – please specify which ones have to be included. |  |

**Photography**

Please note that the designer can do the photo research to source relevant photography if you do not have your own high-resolution photos to use in your paper. However, to do this we will need guidance on photographic content. (Please refer to the GI-TOC design templates for policy briefs and research reports to see how photography is used in our publications.) Please provide the following:

* **A list of photographs you wish to include in** **the publication**.  
  This should please include:
* Ideas for cover images
* Ideas for each main (level 1 heading) section in the paper (i.e. Exec Summary, Introduction, The ‘Balkans illicit economy’, Conclusions and recommendations etc.)
* Further relevant ideas and suggestions for photos that support the content of your paper
* Author’s own photography:

Please supply your own images, if you have them, *as separate files*.

*Photograph quality:*

Rule of thumb for quality/resolution purposes: Images below 300Kb (supplied as jpegs) will generally be unsuitable for publication. If small file-size images need to be used in your paper (such as photos taken in the field by cellphone) please send the pictures to us as soon as you can and we will try and improve image quality.

* Agency photography:

We have a contract with a photo library, and will conduct picture research based on your photographic requirements list. We will try our best to find relevant supportive and affordable material from our sources but certain images may not be available, or copyright permission may not be granted.

**Contact point for visual material:   
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