

University of Nebraska Press *Cartography Requirements*

Suggested Cartographers

Bill Nelson (billnelsonmaps@verizon.net)

Erin Greb Cartography (<http://www.eringrebcartography.com>)

Mapping Specialists (<http://www.mappingspecialists.com>)

Rick Britton (RHBritton@aol.com)

Darrel Stevens Illustration (djsart@windstream.net) [This cartographer specializes in illustration-heavy or decorative maps. If you feel this type of map is appropriate for your book, please discuss with your acquiring editor.]

Author Materials for Cartographer

Send the cartographer the following materials for each map:

1. Base map
2. Draft map
3. List of features to be included on the map

1. The **base map** is usually a photocopy of a published map from an atlas, book, etc. to give the cartographer some idea of the area the map should cover.

2. The **draft map** is a marked-up copy of the base map, showing what the final map should look like.

- If there are features (e.g., towns, rivers, mountains) on the photocopy that you don't want to appear, cross them off.
- If there are features that you'd like to appear, highlight them, circle them, or otherwise indicate that you want them on the map.
- If there are any features you'd like on the final map that don't appear on the base map, write them in.

3. The **list of features** is the most important component.

- Every feature you want to appear on the map—states, counties, towns, forts, mountain ranges, oceans, rivers—must be included on this list. If an element is not on this list it will not appear on the map.
- Features should be organized into categories, and the language used must be exactly as you wish it to appear on the final map.
- Labels must be restricted to only necessary and relevant information.

Author's Cartography Checklist

- For each map, provide a label list, a base map, and a draft map to the cartographer (see Author Materials for Cartographer).
- Provide a caption and any necessary source or credit information. (This will appear on the page but not on the actual map.)
- Indicate where in the manuscript the map should appear.
- You will need a written permission agreement with the cartographer to use the map in your book.
- Finished maps must be submitted (both in hard copy and as an electronic file) with your final manuscript.
- If you would like the press to coordinate your map preparation, please submit a base map, a draft map, and a label list with your final manuscript. You will be asked to reimburse the press for the cost of the map, and the publication rights and copyright will be controlled by the press.

Map Requirements Checklist

General

- Map files must be sent as **.eps** files—correctable by the press. Alternatively, the cartographer must be available to promptly provide a corrected version after copyediting.
- Map must be readable and not too crowded. Simpler is better.
- Do not use graphics other than basic cartography symbols.
- Map must be spell-checked when complete.

Size/Layout

- Maps rendered at 100 percent size must fit a minimum width of 4.5 inches (27 picas). This means the shortest side of any map must be at least 4.5 inches. Maps made at a larger size will be scaled down, meaning the fonts will decrease in size. Please ensure that any map element's text size will be no less than 8 points when the map is sized down to 4.5" on the shortest side.

ORIGINAL MAP SIZE	MINIMUM FONT SIZE	RULE THICKNESS
4.5" on shortest side	8-point Helvetica	0.5 point
8.5" on shortest side	16-point Helvetica	1 point

- Either portrait or landscape orientation may be used.
- No map should be more than one page.

Type

- Please use Helvetica for all lettering. We recommend 8-point Helvetica Light (and title-style capitalization) for most names. For other degrees of emphasis, use 8-point Helvetica Light (all capitals); 8-point Helvetica Bold (title-style capitalization); 8-point Helvetica Bold (all capitals); and italics (for rivers and bodies of water). Do not use a serif font. See examples below.

Lincoln — Title-style capitalization for names

NEBRASKA — Degrees of emphasis (using small caps and letterspacing)

Lincoln — Title-style capitalization

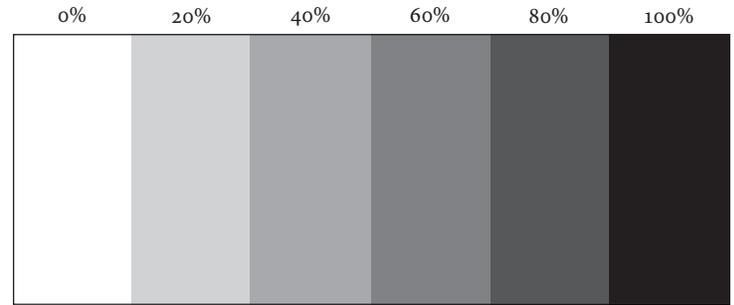
NEBRASKA — Degrees of emphasis (using small caps and letterspacing)

Platte River — Rivers and bodies of water

- If all types of features cannot be distinguished with the above guidelines, and the type size must be varied, keep in mind that label type size must be at least 8 points and have at least a 2-point size difference to be set apart from one another. Do not use overly large type.
- When map type falls on state lines, rivers, tints, or other underlying features, a white layer (not unlike a piece of opaque white paper) must be inserted under the label so that it is readable. Another solution for reading a label against a tint is to use large- or medium-size bold type.
- When setting something in all caps, use SMALL CAPS rather than FULL CAPS with letterspacing.
- Do not include captions or titles within the map itself.
- Consider whether a key or legend will be useful for readers.
- We prefer to avoid abbreviations. However, if they are necessary, do not include periods (e.g., Mississippi R).

Design

- Map must be in grayscale (not color).
- Thickness of box rules around the map must be set at 0.5 point (stroke weight).
- Use no more than five levels of shading (different tints of gray), with no less than 20 percent difference between gray tints. A minimum gray tint must be no less than 20 percent black. Anything less than this may not appear in print.



Gray tints

Vertical map example for 6" x 9" book

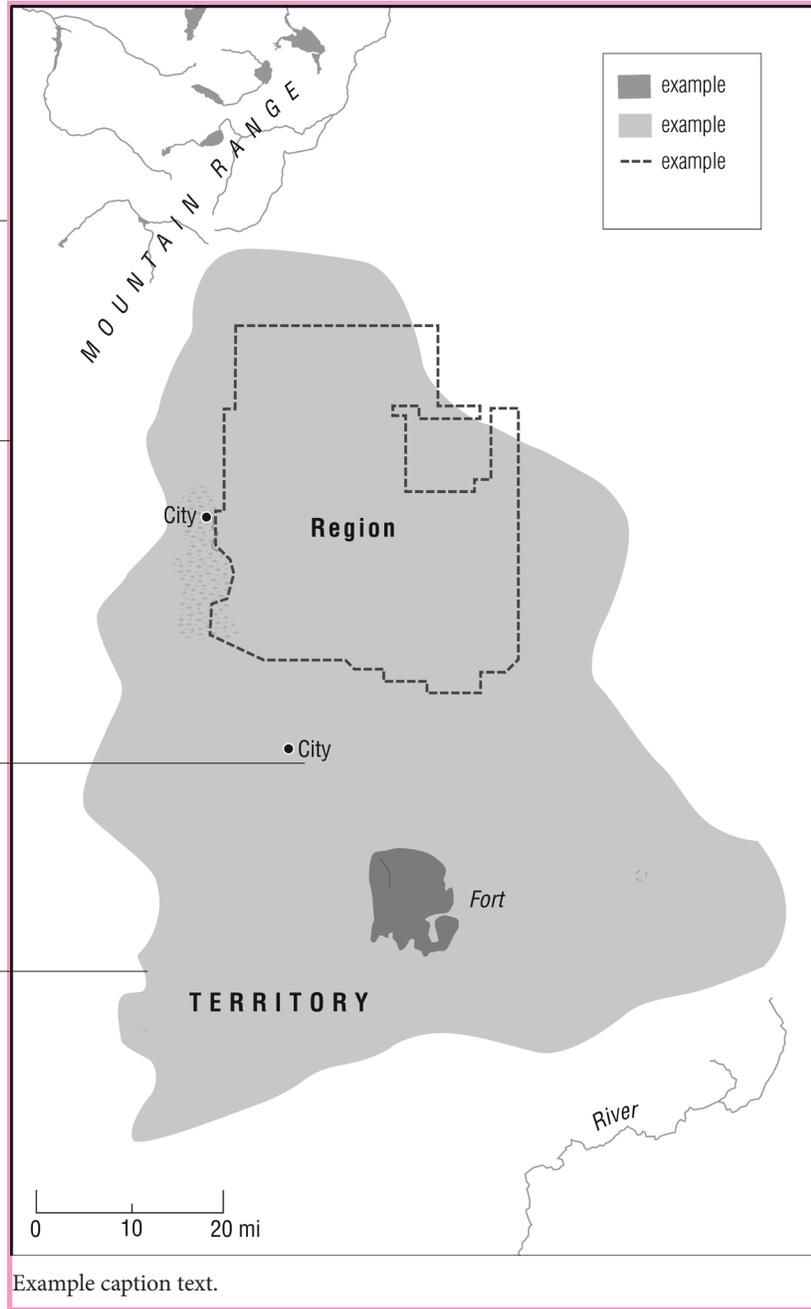
4.5" text area width

map at 100% size:
shortest side is 4.5"

At least 0.5 pt box rule

Text is at least 8 pt Helvetica

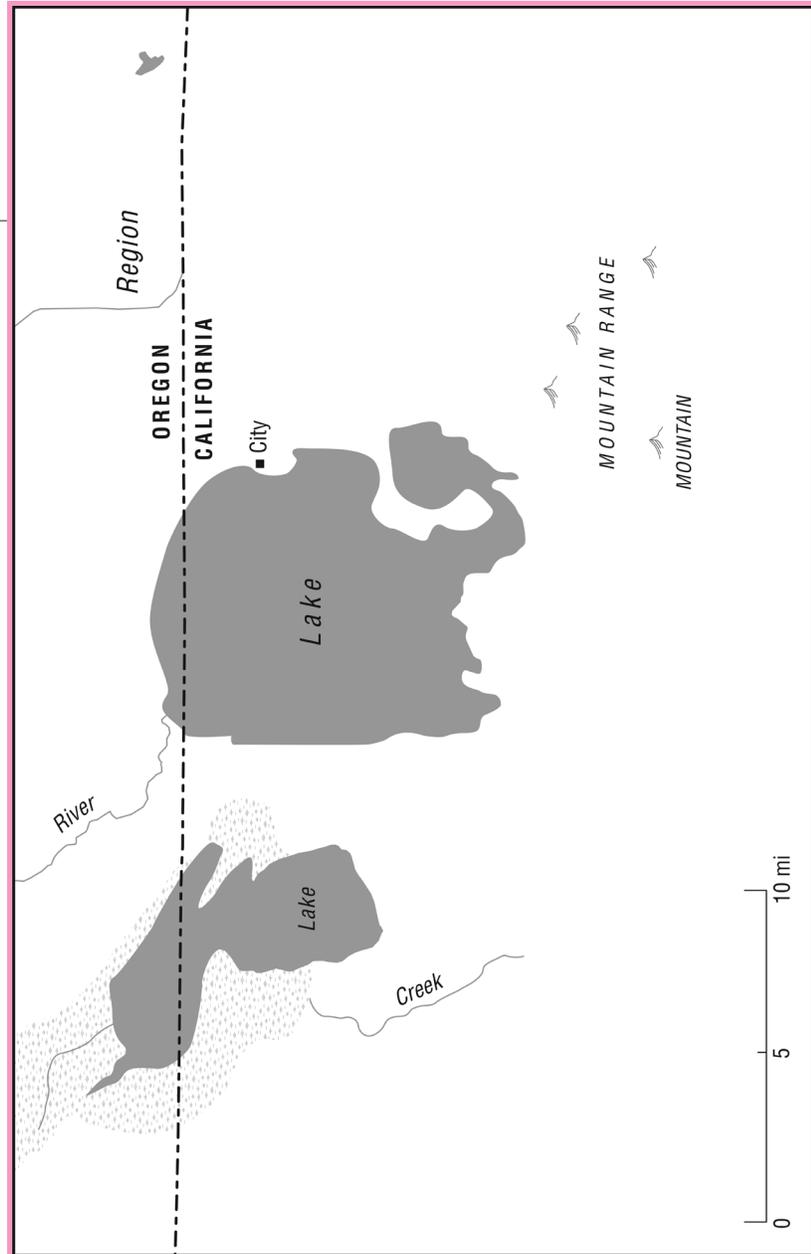
Lightest gray tint is 20% black



Horizontal map example for 6" x 9" book

4.5" text area width

map at 100% size:
shortest side is 4.5"



Example caption text.