M2.3e Figure production for eArchiving Building Block specifications and their guidelines

E-ARK3
REPORT

Cover Sheet

Document Status:

Status
Draft

Document Approver(s)

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Name	Role
DILCIS Board	Owner of the procedure
eArchiving Building Block users	eArchiving Building Block specification creators

Summary of Changes:

Version	Date	Created by	Short Description of Changes
V0.1	2020-03-25	Karin Bredenberg and Jaime Kaminski	First version created
V0.1	2020-09-01	Karin Bredenberg and Jaime Kaminski	Draft released for public comments
V0.2	2021-02-01	Karin Bredenberg and Jaime Kaminski	Update towards version 1.0
V1.0	2021-08-31	Karin Bredenberg and Jaime Kaminski	Version 1.0 published

M2.3e Figure production for eArchiving Building Block specifications and their guidelines

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Figure production for eArchiving Building Block specifications and their guidelines (version 1.0)

Summary

Figures have a vital role to play in documents produced for eArchiving Building Block. Flowcharts, drawings, models, illustrated examples, etc. provide the reader with a quick visual means of understanding concepts explained in the text. They improve clarity, summarise and emphasise key points, and reduce the length of the associated text.

The following guidelines will help contributors prepare and submit figures for inclusion in the eArchiving Building Block specifications and guidelines:

General considerations

Figures should be:

- Limited to those supporting the text and relevant for the understanding of the document.
- Made as self-explanatory as possible using legends, when necessary.
- Closely cropped to minimise the amount of white space surrounding the illustration.
- Incorporated into the graphic, not into the caption or document text.
- Produced with a consistent format/colour scheme within a single document.
- Rotated ninety degrees counter-clockwise and enlarged to enhance readability if required.
- Suitable for printing, so the letters, numbers, and symbols used should be clear and appropriately sized throughout the illustration (minimum 10 point font Calibri).
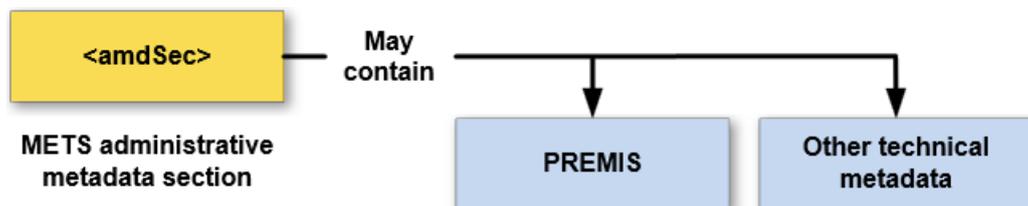
Figure 1 is an example of a document figure:

Figure 1: An example of a figure.

Figure numbers and captions

Figure numbers and captions provide an important link between the document text and the supporting figures.

- All figures in a document should have a figure number and a caption.
- Both the figure number and the caption should be located in the text of the document, not in the image file.

The following is an example of a figure number and caption:

Figure 2: Simplified view of a package structure.

Numbering

Figure numbers should:

- Run consecutively (Figure 1, Figure 2, Figure 3, etc.) in the order of the first citation in the text.

– Use a colon (:) to separate the figure number from the caption.

Captions

The caption should:

– Concisely summarise the content of the figure.
– Be a maximum of 15 words in length (at 11 point font Calibri).
– End with a full stop.

Citing figures

All figures should be:

– Cited in the text.
– Placed soon after their citation in the document (not before).
– Referenced in the table of contents with the caption.

Copyright

If content or data included in illustrations are derived from other published or copyrighted sources, then permission will need to be obtained from the copyright owner (except for documents in the public domain), and the original source fully acknowledged.

– It is **the responsibility of the author(s) to obtain permission from the copyright holder** to reproduce figures (and other content such as tables) that have been published elsewhere.
– Any documentation proving copyright clearance associated with a figure must be uploaded alongside the image files.
– eArchiving Building Block specifications and guidelines will be made available under a Creative Commons license (https://creativecommons.org/). The specific type of Creative Commons license will depend on the attributes of the specific specification or guideline. See also Europeana for additional information on rights statements (https://pro.europeana.eu/page/available-rights-statements).

Example:

This figure is licenced according to CC BY-SA (Creative Commons Attribution-ShareAlike) (https://creativecommons.org/licenses/by-sa/2.0/)

Uploading images

Image files for the figures should be:

– Uploaded according to the agreement made with the eArchiving Building Block.
– Submitted in an editable format (such as SVG).
– Numbered in the order they are first mentioned in the text.
– Named using a convention that includes the figure number (e.g. Fig_1_CITS_Geospatial).
– Saved in the correct orientation.