



Guidelines for Digital Accessibility

What is Digital Accessibility?

Accessible digital documents and websites allow visually impaired readers to listen to written text and descriptions of images via special software that reads content aloud (screen readers). Digital accessibility is imperative for governmental, educational, and non-profit sectors. INSTAP Academic Press places a priority on making our electronic books as accessible as possible. Accessibility in any form not only benefits impaired users but also the entire human population. Incorporating the content and design principles of accessibility into our eBooks (PDF files) benefits ALL readers.

The governments of the United States and Europe are increasingly enforcing compliance with the Web Content Accessibility Guidelines (WAC) 2.2. In the USA, the introduction of sections 504 and 508 of the Rehabilitation Act makes the provision of digital accessibility mandatory. Designed to protect individuals with disabilities from discrimination, the requirements place an enforceable legal obligation on all content providers to make their digital content fully accessible. The European Accessibility Act (EAA) imposes similar requirements.

Alternative text (alt text) descriptions of visual elements help visually impaired readers to perceive an image in their minds. Creating effective and efficient text alternatives to images allows individuals who are blind or have low vision to have equal access to image-rich digital texts.

Certain technologies and software, such as Adobe InDesign and Acrobat, improve screen reading and text-to-speech systems by tagging the structure and the reading order of content and allowing for descriptive texts for images. INSTAP Academic Press has implemented workflow to achieve accessibility in our book PDF files, which have been “born digital and accessible” since 2019. This includes writing alternative text for all images. Integration of accessibility workflows into our publishing process guarantees fully accessible front-list publications. A selection of our backlist book PDFs has also been remediated for accessibility.

Alternative Text

Alternative text is a short description of a visual item like a map or a photograph. Per INSTAP style guidelines, alt text must be 140 characters (*with spaces*) or fewer; however, for our specialized publications, it may extend up to 300 characters when necessary. Alternative text is not displayed on the digital page but is embedded in the electronic book and accessible via assistive technology. Similar to a caption, alt text should only include additional supplemental information not already given in the image caption, main body text, or catalog entries, and which is relevant for the understanding of the author’s discussion.

The author who chooses the image for their manuscript is best suited for the composition of its alt text. Writing clear and concise alt text requires knowledge and expertise on the relevant subject matter, and authors can convey both intention and essential information as precisely as possible.

Do not repeat descriptions or text already provided in the caption or surrounding text. If an image is purely decorative (e.g., a chapter icon), there is no need to supply alt text. For other images, if the text or associated caption describes their presentation, content, and context sufficiently, then simple alt text that identifies the image is sufficient. If neither the text nor the caption describes the image's presentation, content, and context sufficiently, alt text is needed. In general, simple tables do not require alt text (see below).

Brevity in alt text provides an easier and more accessible user experience. Never start with "image of" as this is obvious to the reader (and wastes precious characters). Include any essential text or data that is part of the image; do not include additional information that a sighted person or someone not using a screen reader would be unable to access. Note that screen reading software does not read formatting in alt text, so elements like bullet points or exclamation marks should not be included. All abbreviations should be spelled out in full.

For more information, please see the [Diagram Center's Image Description Guidelines](#).

Examples of Alternative Text

The following examples of alternative text are specific to the type of data tables and images found in most monographs published by INSTAP Academic Press. Examples on pages 4–7, 9, 10, 12, and 13 are from *Mochlos IVA* (2022). The rest of the examples below are from *Petras, Siteia II* (2021).

Tables

Tables, with or without extensive discussion in the associated text, do not require alternative text. Unlike other types of visual content, the contents of tables are read aloud by screen readers.

Nonetheless, INSTAP Academic Press **firmly** encourages authors to present their data in simple tables whenever possible to help enable screen readers to read the information aloud in a way that makes sense. Simple tables (i.e., with uniform numbers of rows and columns) also help streamline and shorten the book production process. Consider breaking up large complex tables, or explore alternative ways to present information such as incorporating the relevant data into the text or making a list.

Tables should not be nested within other tables. Please **avoid** the use of merged or split cells in addition to blank cells. Merged cells can interfere with a screen reader's ability to properly interpret and navigate a table. Screen readers typically announce the total number of rows and columns first, then read the content aloud cell by cell from left to right. When cells are merged or split, this consistent structure is disrupted, making it harder for users to follow along. Screen readers also may misinterpret blank cells, which can lead to confusion. If you intend a cell to be blank, it is better instead to input clear descriptive text like "Not applicable," "No value," or "0" to indicate the intentional absence of data.

FIGURE 1

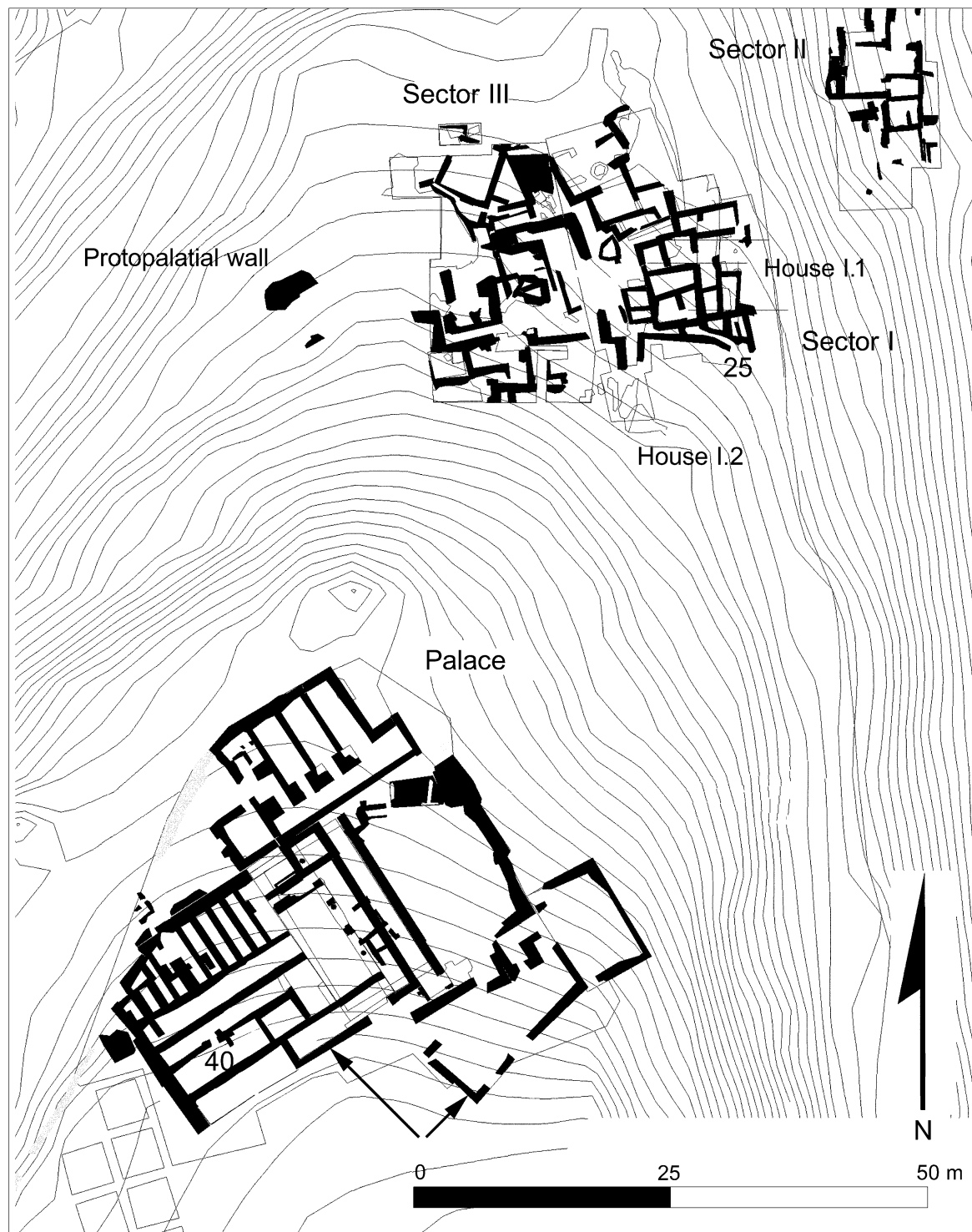


Figure 1. The Petras excavations on Hill I.

Alternative Text: Plan of architectural features.

FIGURE 1

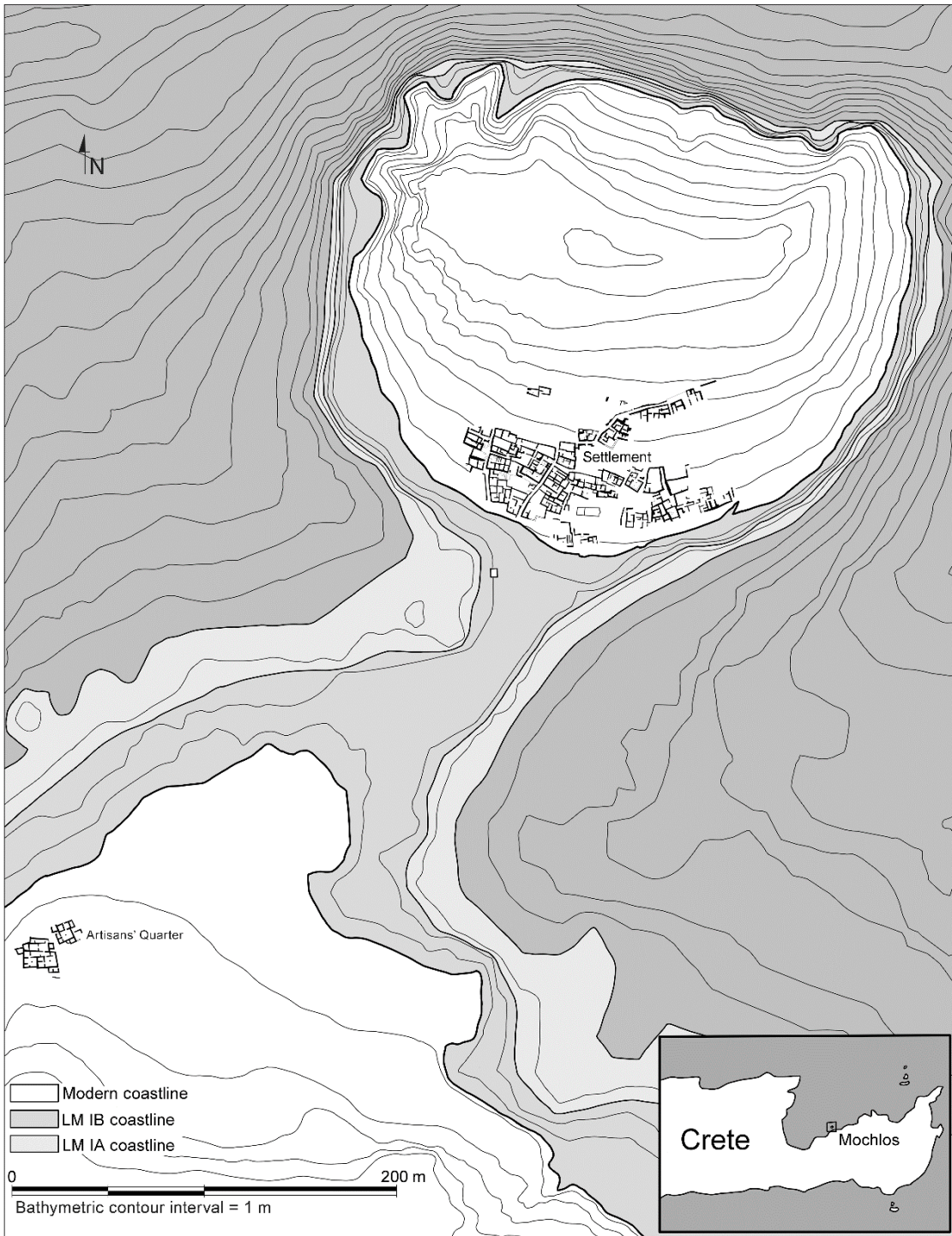


Figure 1. Mochlos peninsula in the LM I period. The LM IA and LM IB coastlines are based on underwater wave cut notches, one 3.8 m below modern sea level and the other 2.4 m below modern sea level (Soles, McCoy, and Suka 2017). Drawing D. Faulmann, F. McCoy, and R. Suka.

Alternative Text: Map of Mochlos and the Cretan mainland showing the locations and plans of the settlement and Artisans' Quarter. Inset map of eastern Crete included with area of larger map indicated.



| Last updated July 6, 2026

FIGURE 39

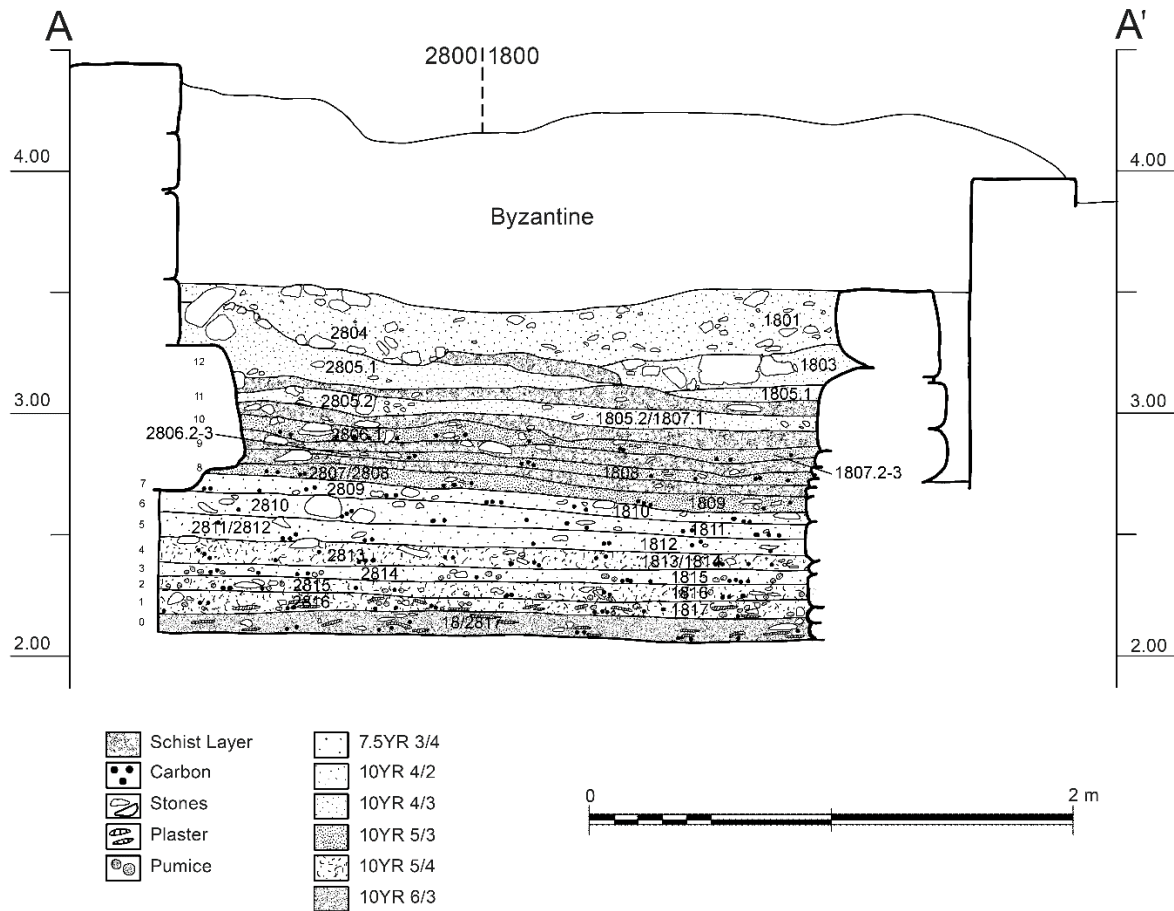


Figure 39. Plateia B: stratigraphic section A–A' (from west). Drawing D. Faulmann and J. Soles.

Alternative Text: Section drawing oriented from west to east. Depth of deposit ca. 2 meters.

The architectural plan of Tell Fara shows a complex arrangement of stone walls and rooms. The city wall is depicted with a dashed line, and the interior is divided into several numbered areas. The 'B.2 THEATRICAL AREA' and 'B.2 SOUTH TERRACE' are located in the upper left and right, respectively. The 'B.1' area is in the lower left, and 'C.2' is in the lower right. 'Avenue 1' runs vertically on the left, and 'Avenue 2' runs diagonally at the bottom. Numerous rooms are numbered, including 1, 2, 3, 4, 5N, 5S, 6, 7, 8, 9, and 10. Many of these rooms have associated elevation data, such as 3.02, 3.41, 3.13, 2.47, 3.05, 3.05, 3.44, 3.92, 5.400, 2.80, 4.35, 3.74, 3.71, 2.63, 2.95, 2.45, 2.33, 2.07, 2.95, 2.85, 2.95, 2.75, 1.70, 2.85, 1.44, 3.300, 2.37, 2.41, 1.88, 2.02, 2.52, 2.62, 2.70, 2.31, 2.30, 2.66, 3.04, 3.40, 2.27, 2.15, 3.23, 1.88, 2.25, 2.95, 2.01, 1.82, 1.75, 1.95, 2.20, 2.02, 2.47, 2.11, 2.97, 2.81, 2.77, 2.91, 3.08, 2.33, 3.05, 3.14, 3.44, 3.92, 5.400, 2.80, 4.35, 3.74, 3.71, 2.63, 2.95, 2.45, 2.33, 2.07, 2.95, 2.85, 2.95, 2.75, 1.70, 2.85, 1.44, 3.300, 2.37, 2.41, 1.88, 2.02, 2.52, 2.62, 2.70, 2.31, 2.30, 2.66, 3.04, 3.40, 2.27, 2.15, 3.23, 1.88, 2.25, 2.95, 2.01, 1.82, 1.75, 1.95, 2.20, 2.02, 2.47, 2.11, 2.97, 2.81, 2.77, 2.91, 3.08, 2.33, 3.05, 3.14, 3.44, 3.92, 5.400, 2.80, 4.35, 3.74, 3.71, 2.63, 2.95, 2.45, 2.33, 2.07, 2.95, 2.85, 2.95, 2.75, 1.70, 2.85, 1.44, 3.300, 2.37, 2.41, 1.88, 2.02, 2.52, 2.62, 2.70, 2.31, 2.30, 2.66, 3.04, 3.40, 2.27, 2.15, 3.23, 1.88, 2.25, 2.95, 2.01, 1.82, 1.75, 1.95, 2.20, 2.02, 2.47, 2.11, 2.97, 2.81, 2.77, 2.91, 3.08, 2.33, 3.05, 3.14, 3.44, 3.92, 5.400, 2.80, 4.35, 3.74, 3.71, 2.63, 2.95, 2.45, 2.33, 2.07, 2.95, 2.85, 2.95, 2.75, 1.70, 2.85, 1.44, 3.300, 2.37, 2.41, 1.88, 2.02, 2.52, 2.62, 2.70, 2.31, 2.30, 2.66, 3.04, 3.40, 2.27, 2.15, 3.23, 1.88, 2.25, 2.95, 2.01, 1.82, 1.75, 1.95, 2.20, 2.02, 2.47, 2.11, 2.97, 2.81, 2.77, 2.91, 3.08, 2.33, 3.05, 3.14, 3.44, 3.92, 5.400, 2.80, 4.35, 3.74, 3.71, 2.63, 2.95, 2.45, 2.33, 2.07, 2.95, 2.85, 2.95, 2.75, 1.70, 2.85, 1.44, 3.300, 2.37, 2.41, 1.88, 2.02, 2.52, 2.62, 2.70, 2.31, 2.30, 2.66, 3.04, 3.40, 2.27, 2.15, 3.23, 1.88, 2.25, 2.95, 2.01, 1.82, 1.75, 1.95, 2.20, 2.02, 2.47, 2.11, 2.97, 2.81, 2.77, 2.91, 3.08, 2.33, 3.05, 3.14, 3.44, 3.92, 5.400, 2.80, 4.35, 3.74, 3.71, 2.63, 2.95, 2.45, 2.33, 2.07, 2.95, 2.85, 2.95, 2.75, 1.70, 2.85, 1.44, 3.300, 2.37, 2.41, 1.88, 2.02, 2.52, 2.62, 2.70, 2.31, 2.30, 2.66, 3.04, 3.40, 2.27, 2.15, 3.23, 1.88, 2.25, 2.95, 2.01, 1.82, 1.75, 1.95, 2.20, 2.02, 2.47, 2.11, 2.97, 2.81, 2.77, 2.91, 3.08, 2.33, 3.05, 3.14, 3.44, 3.92, 5.400, 2.80, 4.35, 3.74, 3.71, 2.63, 2.95, 2.45, 2.33, 2.07, 2.95, 2.85, 2.95, 2.75, 1.70, 2.85, 1.44, 3.300, 2.37, 2.41, 1.88, 2.02, 2.52, 2.62, 2.70, 2.31, 2.30, 2.66, 3.04, 3.40, 2.27, 2.15, 3.23, 1.88, 2.25, 2.95, 2.01, 1.82, 1.75, 1.95, 2.20, 2.02, 2.47, 2.11, 2.97, 2.81, 2.77, 2.91, 3.08, 2.33, 3.05, 3.14, 3.44, 3.92, 5.400, 2.80, 4.35, 3.74, 3.71, 2.63, 2.95, 2.45, 2.33, 2.07, 2.95, 2.85, 2.95, 2.75, 1.70, 2.85, 1.44, 3.300, 2.37, 2.41, 1.88, 2.02, 2.52, 2.62, 2.70, 2.31, 2.30, 2.66, 3.04, 3.40, 2.27, 2.15, 3.23, 1.88, 2.25, 2.95, 2.01, 1.82, 1.75, 1.95, 2.20, 2.02, 2.47, 2.11, 2.97, 2.81, 2.77, 2.91, 3.08, 2.33, 3.05, 3.14, 3.44, 3.92, 5.400, 2.80, 4.35, 3.74, 3.71, 2.63, 2.95, 2.45, 2.33, 2.07, 2.95, 2.85, 2.95, 2.75, 1.70, 2.85, 1.44, 3.300, 2.37, 2.41, 1.88, 2.02, 2.52, 2.62, 2.70, 2.31, 2.30, 2.66, 3.04, 3.40, 2.27, 2.15, 3.23, 1.88, 2.25, 2.95, 2.01, 1.82, 1.75, 1.95, 2.20, 2.02, 2.47, 2.11, 2.97, 2.81, 2.77, 2.91, 3.08, 2.33, 3.05, 3.14, 3.44, 3.92, 5.400, 2.80, 4.35, 3.74, 3.71, 2.63, 2.95, 2.45, 2.33, 2.07, 2.95, 2.85, 2.95, 2.75, 1.70, 2.85, 1.44, 3.300, 2.37, 2.41, 1.88, 2.02, 2.52, 2.62, 2.70, 2.31, 2.30, 2.66, 3.04, 3.40, 2.27, 2.15, 3.23, 1.88, 2.25, 2.95, 2.01, 1.82, 1.75, 1.95, 2.20, 2.02, 2.47, 2.11, 2.97, 2.81, 2.77, 2.91, 3.08, 2.33, 3.05, 3.14, 3.44, 3.92, 5.400, 2.80, 4.35, 3.74, 3.71, 2.63, 2.95, 2.45, 2.33, 2.07, 2.95, 2.85, 2.95, 2.75, 1.70, 2.85, 1.44, 3.300, 2.37, 2.41, 1.88, 2.02, 2.52, 2.62, 2.70, 2.31, 2.30, 2.66, 3.04, 3.40, 2.27, 2.15, 3.23, 1.88, 2.25, 2.95, 2.01, 1.82, 1.75, 1.95, 2.20, 2.02, 2.47, 2.11, 2.97, 2.81, 2.77, 2.91, 3.08, 2.33, 3.05, 3.14, 3.44, 3.92, 5.400, 2.80, 4.35, 3.74, 3.71, 2.63, 2.95, 2.45, 2.33, 2.07, 2.95, 2.85, 2.95, 2.75, 1.70, 2.85, 1.44, 3.300, 2.37, 2.41, 1.88, 2.02

Alternative Text: Plan of House B.1.

FIGURE 13

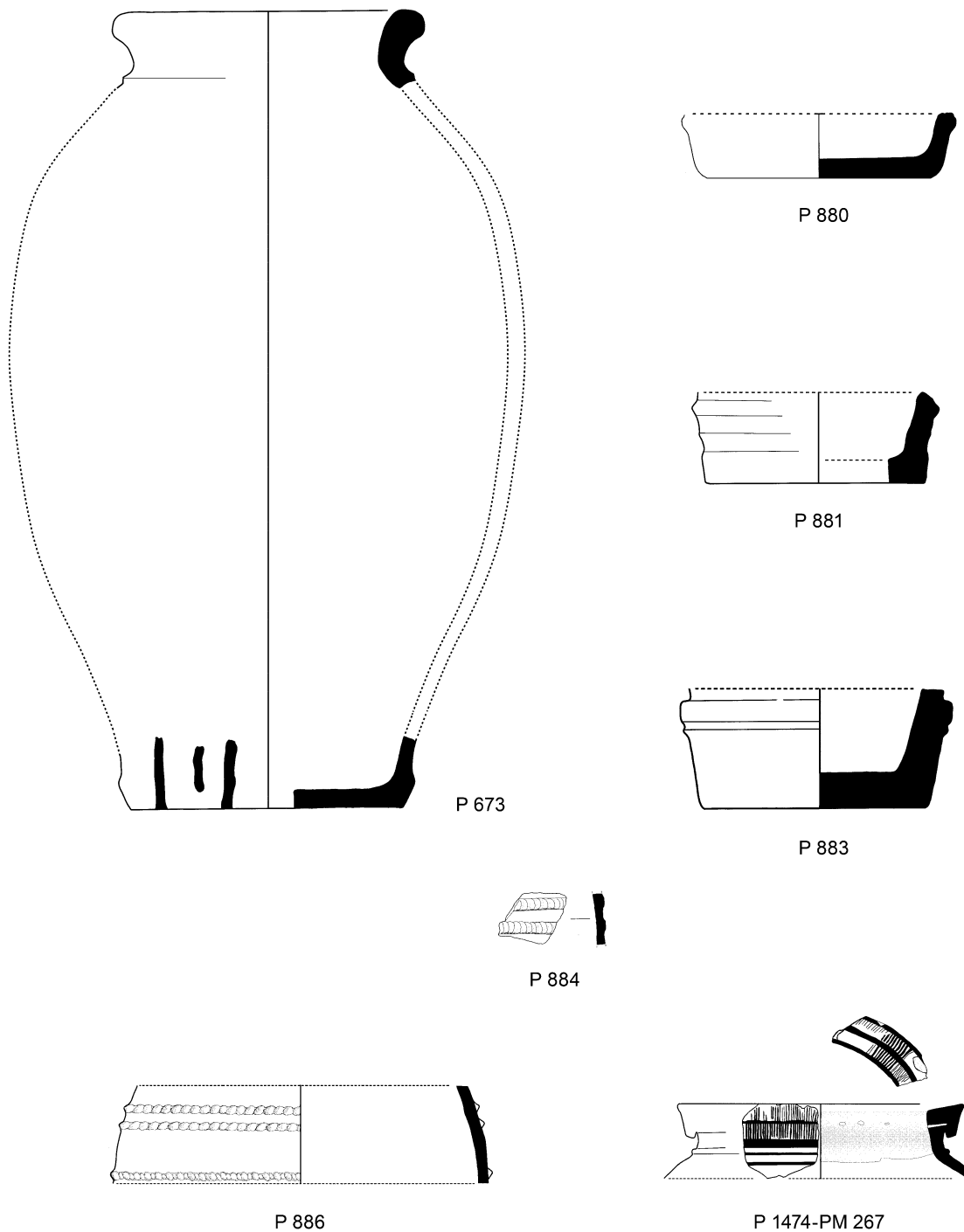


Figure 13. Pithoi: type 3, ovoid piriform (P 673, P 880, P 881, P 883, P 884, P 886, P 1474-PM 267). Scale 1:8.

Alternative text: Line drawings of seven pithoi.

FIGURE 95

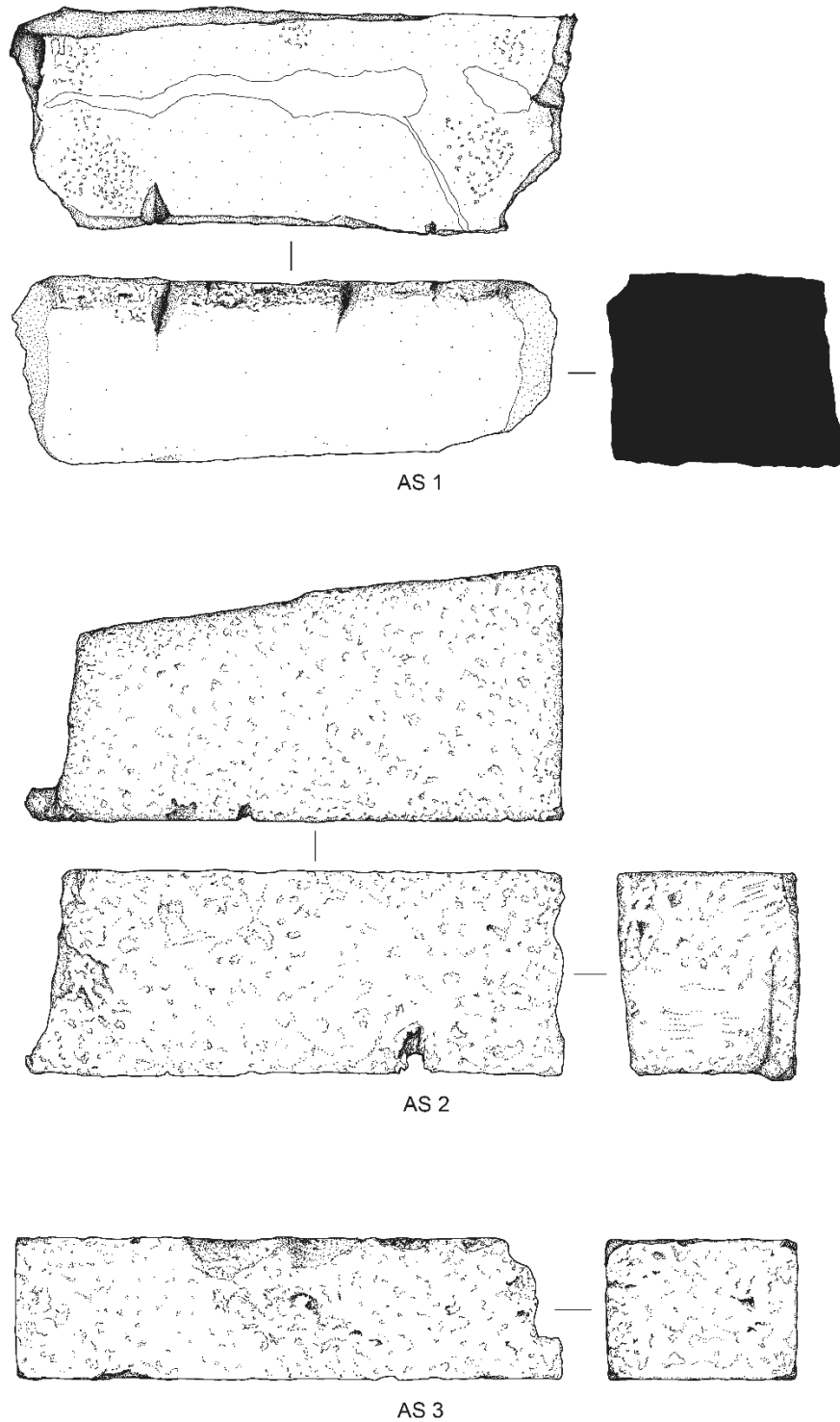


Figure 95. House C.3, architectural stone: threshold (AS 1); quoin in situ on south side of doorway (AS 2); possible coping block from above doorway (AS 3). Drawings J.M. Flood. Scale 1:15.

Alternative text: Line drawings of three ashlar blocks.

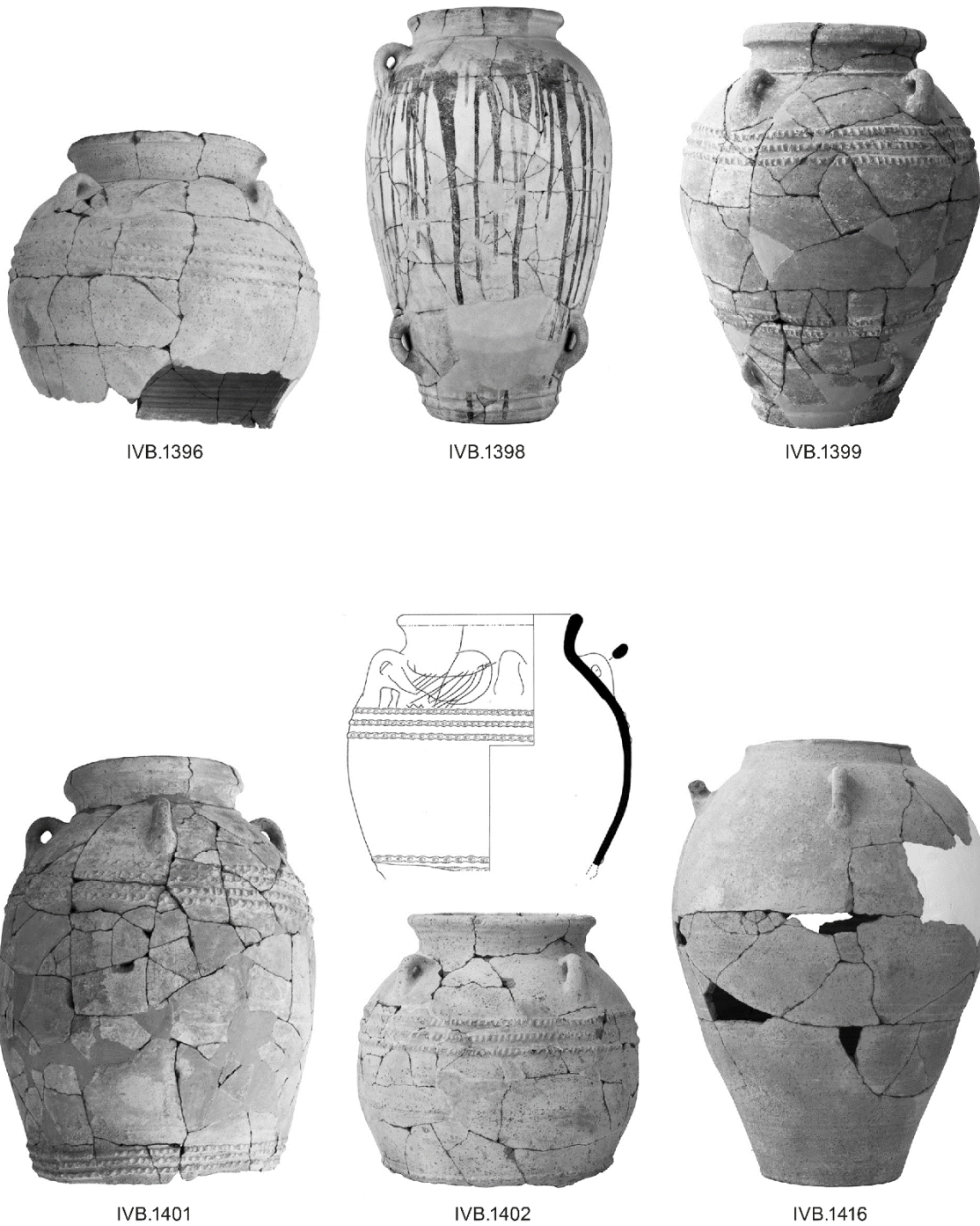


Plate 11. House C.3: pithoi from ground floor and basement rooms (IVB.1396, IVB.1398, IVB.1399, IVB.1401, IVB.1402, IVB.1416).

Alternative text: Photos of six pithoi and line drawing of pithos IVB.1402.

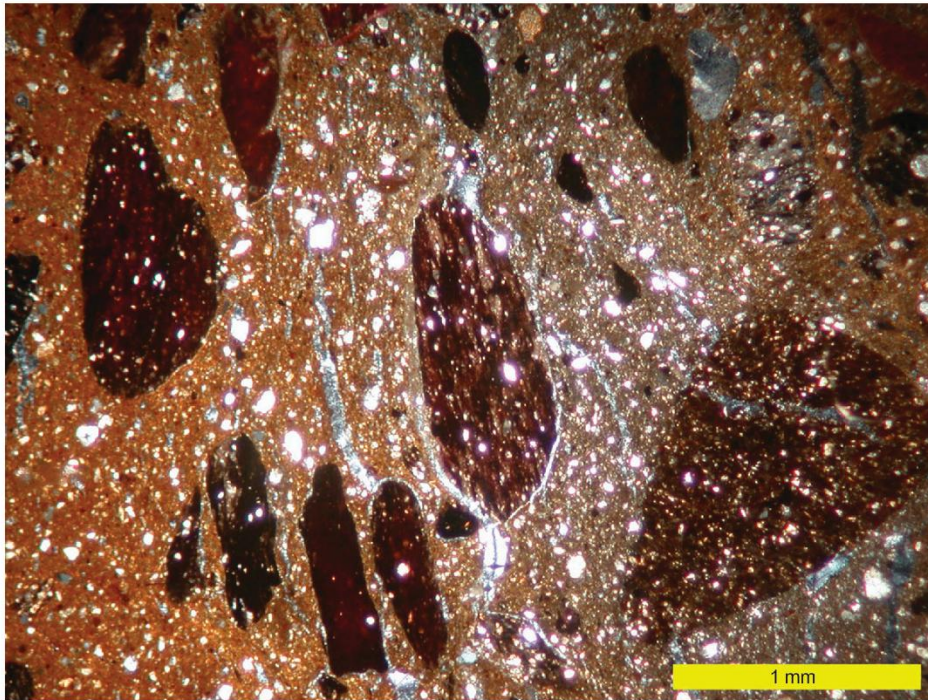


Plate 36A. Petrographic thin section: Fabric Group 6 (PET 03/20), coarse metamorphic with dark siltstones in a quartz-rich matrix, from Zakros (x25).

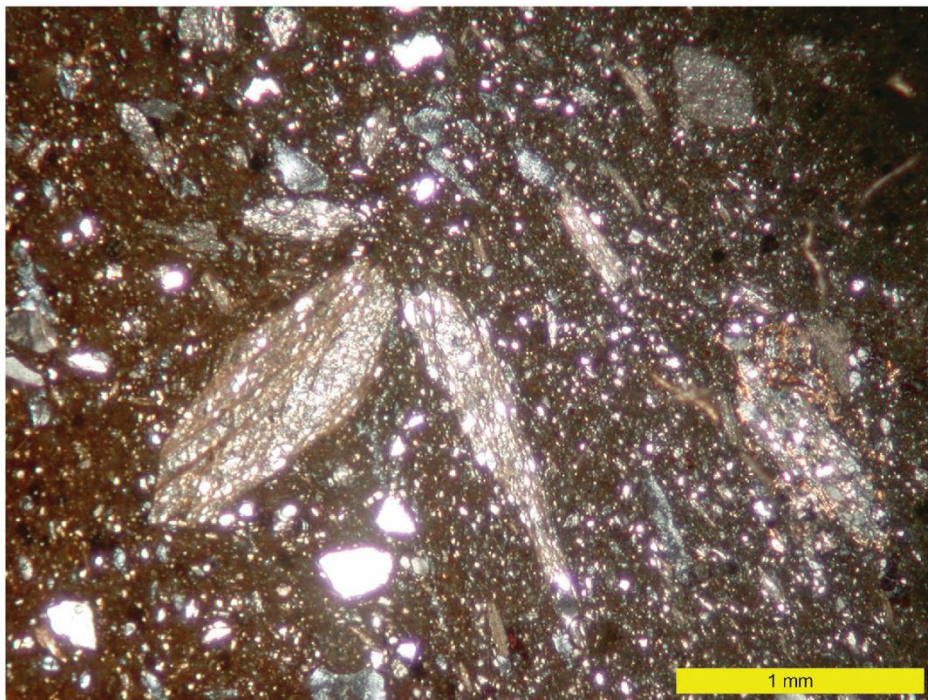


Plate 36B. Petrographic thin section: Fabric Group 7 (PET 03/121), coarse with gray phyllite in a quartz-rich matrix (x25).

Alternative text: Photomicrographs of two thin sections.



Plate 1A. View of island of Mochlos (from south). Photo D. Faulmann.

Alternative text: Aerial photo with Minoan settlement in foreground close to shoreline.



Plate 1B. Entrance to Avenue 2, with southeast corner of House B.1 on the left and the southwest corner of House C.2 on the right (from south).

Alternative text: Photo from center of Avenue 2 looking north up the hill.



Plate 7D. House C.3: stand lamp (IVA.466) on ground floor at top of auxiliary staircase (view in situ from east).

Alternative text: Two photos. Top, stone lamp in situ in a corner of the house. Bottom, profile view of same lamp.

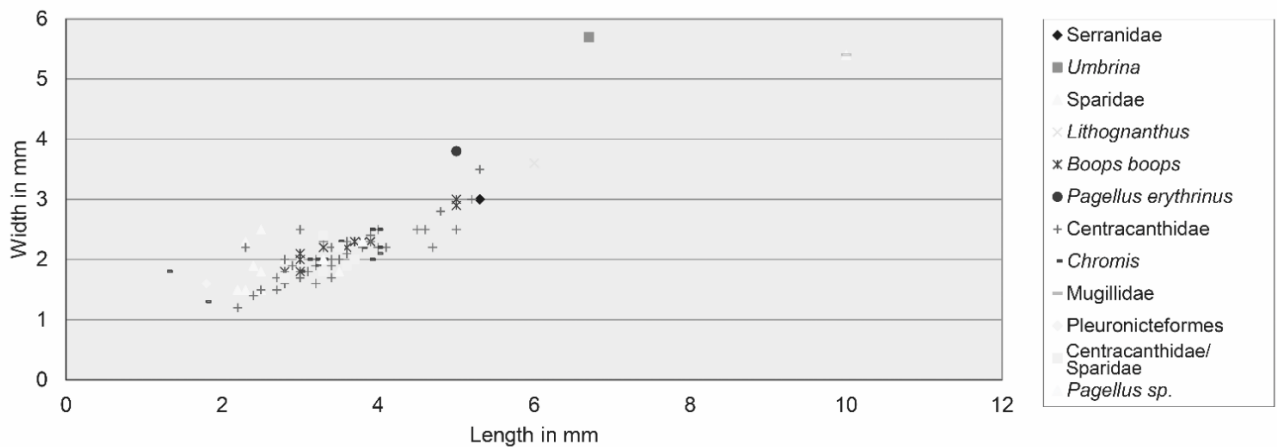


Figure 179. Mochlos LM IB: scatter of otoliths of various fish taxa.

Alternative text: Scatter graph. Data points are clustered between one to four millimeters in width and 1 to six millimeters in length. The key defines 12 taxa, Serranidae, *Umbrina*, Sparidae, *Lithognanthus*, *Boops boops*, *Pagellus erythrinus*, Centracanthidae, *Chromis*, Mugillidae, Pleuronicetformes, Centracanthidae/Sparidae, and *Pagellus* sp.

FIGURE 8

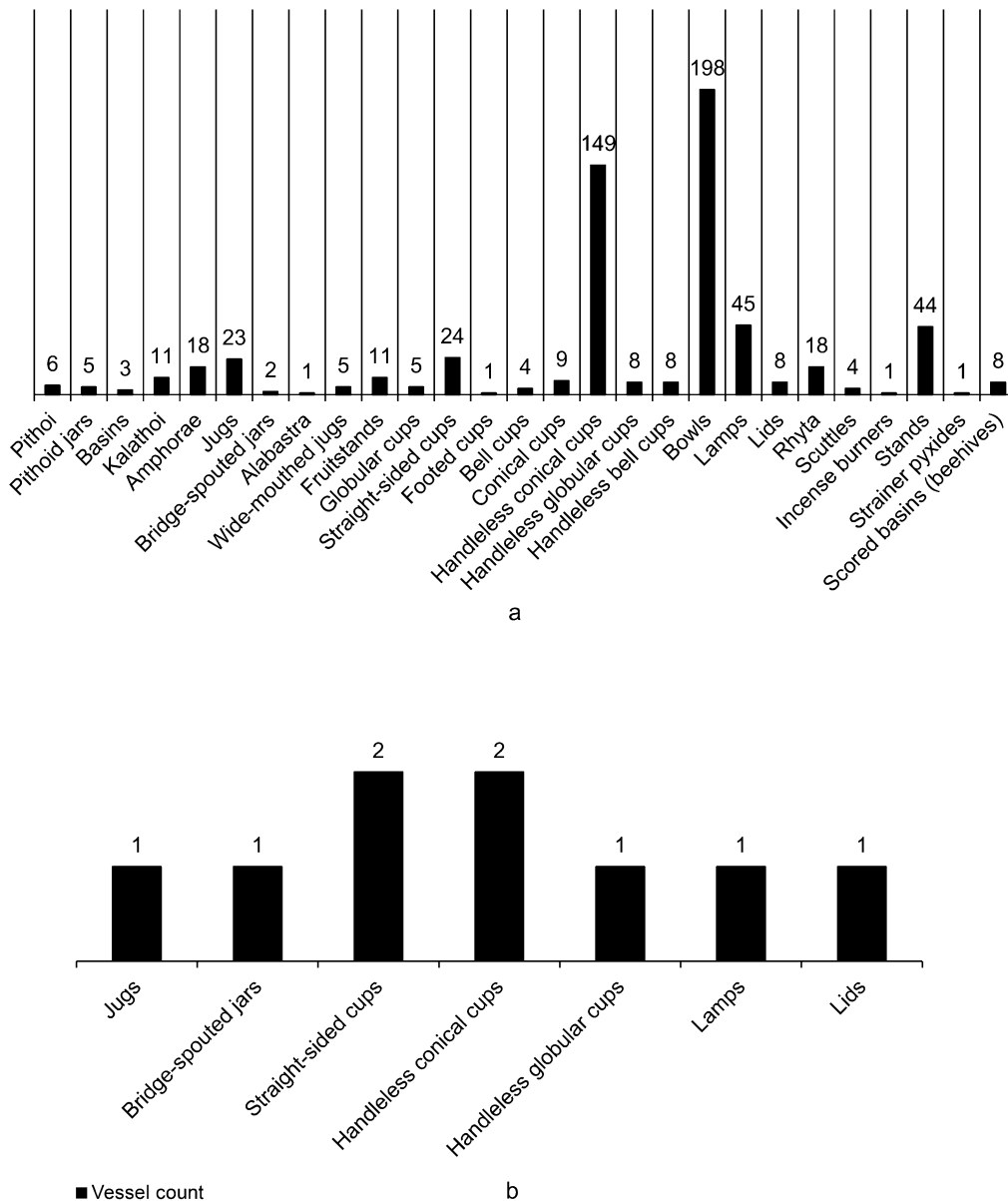


Figure 8. Fabric distribution by shape: (a) Fabric Group 2, coarse phyllite (Siteia Bay fabric); (b) Fabric Group 8, coarse with dark phyllite in a calcareous matrix (Petrus fabric).

Alternative Text: Two bar graphs. Fabric Group 2 includes 27 shapes: six pithoi, five pithoid jars, three basins, 11 kalathoi, 18 amphorae, 23 jugs, two bridge-spouted jars, one alabastron, five wide-mouthed jugs, 11 fruitstands, five globular cups, 24 straight-sided cups, one footed cup, four bell cups, nine conical cups, 140 handleless conical cups, 8 handleless globular cups, 8 handleless bell cups, 198 bowls, 45 lamps, eight lids, 18 rhyta, four scuttles, one incense burner, 44 stands, one strainer pyxis, and eight scored basins. Fabric Group 8 includes seven shapes: 1 jug, 1 bridge-spouted jar, 2 straight-sided cups, 2 handleless conical cups, 1 handleless globular cup, one lamp, and one lid.