

## Basic Requirements for Formatting and Submitting Figure Files for AJEV

### Submitting electronic figure files

Figure files are submitted online as part of your online manuscript submission. The Journal prefers to work with TIFF formats for Windows. Most software gives the option to “save as” or “export” as TIFF. We **cannot accept** PowerPoint files or files downloaded from the Internet, as the resolution is too low for printed media.

**Acceptable resolutions.** It is extremely important that the proper resolution be used when submitting digital artwork. Low resolution graphics appear blurry and pixelated in print projects. This occurs when a graphic is placed that has a DPI resolution too low for print quality.

The minimum requirements for resolution in raster files are:

- 1200 DPI/PPI for monochrome  
This resolution applies to images that are purely black and white. Images such as line graphs fall into this category.
- 300 DPI/PPI for halftones (CMYK/RGB/Grayscale)  
This resolution is for images containing pictures only; an image not containing any text labeling or lines.
- 600 DPI/PPI for combination halftones  
This resolution is for images containing pictures and text labeling and/or thin lines.

When saving any of the above files, they may be very large, so select LZW Compression to reduce file size.

**Color space requirements.** All digital art submitted must be bitmap (monochrome) or grayscale for black and white images, or both CMYK and RGB for color images. We use CMYK for our print Journal and RGB for our Online version. It is extremely important to check every scan/file for correct color format before saving and submitting your work.

**Cropping and sizing.** All graphics submitted to AJEV should be submitted at their actual size; that is they should be 100% of their print dimensions with no scaling necessary. AJEV used images that are 3.5 inches (8.9 cm) wide for a single column or 7.25 inches (18.4 cm) wide for a double column, and no more than 9.5 inches (24.5 cm) in height including legend. Crop, scale, rotate, and manipulate images during the scanning or imaging stage before submitting them.

Crop all figures (or change the page size of your document) so that no unnecessary white space is left bordering the figure. This will help reduce file size and improve accuracy when placing the figure in combination with other elements on the page.

Also, check each graphic carefully for unnecessary elements (items not intended to print) around the figure and off the page (i.e., type, lines, etc.) Some unnecessary elements may not be visible because they are assigned a white fill or stroke. Items such as these should be found and removed.

**Fonts usage.** AJEV supports the use of the following Type 1 Postscript fonts for the creation of Digital art figures: Arial, Helvetica, Symbol. Use Arial or Helvetica font for text in figures. Do not use bold face. (Only capitalize the first letter in an entry.)

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**Scanned images.** When saving scanned images, check for the following:

- All placed art should be in TIFF or EPS format
- The resolution should be at least 300 dpi
- The color mode of the TIFF/EPS should be either monochrome (bitmap mode), Grayscale, or CMYK or RGB. The grayscale/monochrome is used for black and white figures and CMYK or RGB for color.
- Crop and size images properly before importing so that masking, scaling, or rotating is not necessary while in the drawing program.

**Internet graphics.** Graphics downloaded or saved from Web pages are not acceptable for print. These graphics have low resolution images (usually 72DPI), which are fine for screen displays, but far below acceptable quality standards for print.

**Multipanel figures.** Make sure that any multipanel figures (i.e., figures with parts labeled A, B, C, etc.) are assembled into one file. Rather than sending three files (Fig1A, Fig1B, and Fig1C) the three parts should be assembled into one piece and supplied as one file.

**Using digital camera output.**

Most digital cameras produce JPG as their standard file format. If this is the case with your camera, then set the camera to produce the highest quality JPG it can (the one with the least compression). When you download the file from the camera to your computer, immediately save it as a TIFF.

Some digital cameras can be set to save as TIFF. If your camera offers this option, select it.

When putting your images in the TIFF format, use the correct resolution and select grayscale (for black and white) or CMYK and RGB (for color). When saving, select LZW Compression and Byte Order: IBM PC.

**Other considerations when creating graphics.**

- Use line weights of more than 0.25 point to create line drawings.
- Do not include the figure captions as part of the figure (supply captions in the rtf file with your text and tables).
- If your artwork is from another source, then you will need permission from the copyright holder.
- **No PowerPoint or JPG images!**

If you have further questions, please email the publications coordinator at [rosemary@asev.org](mailto:rosemary@asev.org).