AJEV Figure File Specifications

Creating Figures

☐ **Fonts:** Use Arial, Helvetica, or Symbol fonts for the text in figures.
Capitalize only the first letter of the first word in labels.
Do not use boldface type, except for the "**A**," "**B**," "**C**," etc., used in designating parts of multipanel graphics.

☐ **Line weights:** Use line weights of 0.5 point.

☐ **Multipanel figures:** Assemble multipanel figures (figures with parts labeled **A**, **B**, **C**, etc.) into one file.

☐ **Digital camera output:** Most digital cameras produce JPG as their standard file format. Set the camera to produce the highest quality JPG (the one with the least compression).

☐ **Figure captions:** Do not include captions as part of the figure—they should be text, placed at the end of your manuscript.

☐ **If your artwork is from another source:** You will need permission from the copyright holder.

Correct Figure Sizes

Figures should be submitted at the size specified for either single- or double-column figures:

☐ **Single-column figure:** 3.5 inches (8.9 cm) wide.

☐ **Double-column figure:** 7.25 inches (18.4 cm) wide.

☐ **Maximum figure height:** No more than 9.5 inches (24.5 cm), including space for figure caption underneath.

Acceptable File Types

There are two basic options for submitting electronic figure files to AJEV:

☐ **Original figures placed in Microsoft Word, Excel, or PowerPoint files.**
Place your original files (before being exported or saved as tiff, jpeg, bitmap, or other raster images) in Microsoft Word, Excel, or PowerPoint files. AJEV can save these files at the correct resolution and make any corrections needed.

☐ **Exporting or saving figure files as tiff, jpeg, bitmap, or other types of raster images.**
After being exported, figures are raster images composed of pixels rather than text, lines and fills. Raster images cannot be corrected or saved at higher resolutions. When choosing this option, you must be sure to export files with the correct amount of resolution, or dots per inch (DPI), at the size they will print. A graphic with too low a resolution will appear blurry and pixelated when professionally printed.

Saving Your Images as Raster (tiff, jpeg, bitmap) Images

☐ **Crop figures with only a small amount of white space bordering them.** (This reduces file size.)

☐ **Use the correct resolution.**

☐ **Select grayscale** (for black and white) or **CMYK and RGB** (for color).

☐ **Select LZW Compression** (to reduce file size) and **Byte Order: IBM PC**.

Acceptable Resolutions for Rasterized Images

The minimum requirements for resolutions in raster files are:

☐ **1200 DPI for monochrome:** For images that are purely black and white, such as line graphs.

☐ **300 DPI for halftones (CMYK/RGB/grayscale):** For images containing pictures or areas of gray or color shades only—an image not containing any text labeling or lines.

☐ **600 DPI for combination of lines or text with halftones:** For images containing pictures or areas of gray or color shades and text labeling and/or thin lines.

Unacceptable File Types

☐ **Internet graphics:** Graphics downloaded from Web pages are usually low resolution images (usually 72 DPI), which are fine for screen displays, but far below acceptable quality standards for print.

If you have additional questions, please email the publications coordinator (rosemary@asev.org).