AJEV Figure File Specifications

Submitted figures must be high quality and ready for publication. Cite the first instance of each figure in numeric order in the manuscript. Captions must describe the contents so that each illustration is understandable when considered apart from the text. **If your artwork is from another source, you will need permission from the copyright holder.**

Figure construction

☐ **Index marks:** For line graphs and frame graphs, affix index marks to the vertical axis (y axis, or ordinate) and to the horizontal axis (x axis, or abscissa).

☐ **Use symbols to indicate data points:** open circles for the first set of data and filled circles for the second; triangles, open and filled, are next; then squares, open and filled (○●△▲□■). If a graph requires more than six symbols, consider presenting the data in two graphs. Keys to symbols should be set in a small box in the graph (or next to it); do not place them within the caption.

☐ **Multipanel figures:** Place a capital **A**, **B**, **C**, etc. in the upper left or right corner of the panels. (Include all panels in the same file.)

☐ **Do not use special effects** such as 3-dimensional bar charts or graphs without prior permission from the AJEV managing editor.

☐ **Use solid gray shades or different colors in bar charts**; differentiate among the gray levels by at least 20%. We encourage our authors to be considerate of colorblind readers when deciding on contrasting colors. Please use different symbols (for data points) or patterns (for bar charts) in addition to chosen colors to increase accessibility.

☐ **Include error bars,** if appropriate.

☐ **Line weights:** Use line weights of 0.5 point. For prominent lines, such as graph plot lines, the weight should be approximately 1.0 point.

☐ **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.

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 (at least 1050 pixels).

☐ **Double-column figure:** 7.25 inches (18.4 cm) wide (at least 2100 pixels).

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

Acceptable File Types

☐ **Microsoft Word, Excel, or PowerPoint files**. AJEV can save these files at the correct resolution and make any corrections needed (do not copy/ paste images that have already been exported or saved as tiff or jpeg images).

☐ **Export or save figure files as tiff, jpeg, or png.** After being exported, figures are composed of pixels rather than text, lines, and fills. These images cannot be corrected or saved at higher resolutions. When choosing this option, you must be sure to export files with the correct resolution (see below), or dots per inch (DPI), at the size they will print.

☐ **AJEV also accepts figure files submitted in svg or eps format.**

Saving images as tiff, jpeg, or png

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

☐ **Use the correct resolution** (see below).

☐ **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 tiff, jpeg, and png files
The minimum requirements for resolutions in figure files are:

☐ **600 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.

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