Cambridge Core

A guide to submitting artwork for publication

This guide will explain how to effectively prepare your artwork for electronic submission to our journals. Following these instructions will ensure your figures are reproduced to the highest possible standards and your article is published as quickly and efficiently as possible.

All figures must:

- Be supplied as separate files, unless you are using LaTeX.
- Be supplied in our preferred file formats, at final publication size or greater and at the correct resolution for the image type.
- Be numbered in the order they appear in the manuscript.
- Be named in a logical way (e.g. [First author surname]Fig1.tif).
- Be cited in the main text of the article.
- Have captions supplied at the end of the manuscript text, instead of as part of the figure file.
- Have all relevant copyright permissions cleared.

File formats

Preferred formats

We recommend that electronic artwork is submitted in one of the following formats:

- TIFF (Tagged Image File Format) is the recommended file format for line art, greyscale and colour halftone images. TIFF files should be compressed once created, ensuring file sizes are kept to a minimum to aid easy file transfer. When saving as TIFF format, please ensure that LZW compression is applied.
  File extension: .tif
  Recommended for: all images

- EPS (Encapsulated PostScript) For vector graphics, EPS files are the preferred format. An EPS file is an image that has been created using the language of PostScript, and is generally resolution independent.
  File extension: .eps
  Recommended for: line and combination artwork

- PDF (Portable Document Format) This format is very similar to EPS. Before saving an image as a PDF it is important to make sure that the fonts are embedded and that the original images are at the correct size and resolution. To check this visually you can zoom in when viewing the PDF on screen.

  Please note that virtually all common artwork creation software is capable of saving files in TIFF or EPS format by selecting the appropriate 'option' under the 'Save As…' or 'Export…' commands in the 'File' menu.
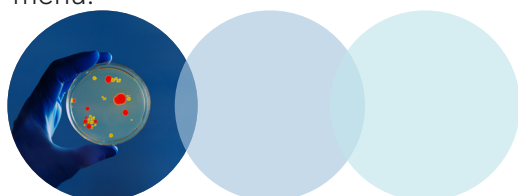
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Other formats

We can also accept electronic artwork in the following formats. Please note though that they are generally NOT suitable for reproduction in print, and so will result in lower quality figures in a printed journal.

- **JPEG (.jpg)**: this is a "lossy" format, and so loses colour information every time it is saved. This may not be noticeable on a computer monitor but is more obvious in print.
- **GIF (.gif)**: this format has a lack of colour depth and so images may appear 'posterised' in print
- **Microsoft PowerPoint (.ppt/.pptx)**: with care, PowerPoint can produce quality artwork, but should be used with caution as the application is intended for producing visual presentations rather than print output.
- **Microsoft Word (.doc/.docx)**: this format should only be used for images created in Microsoft Word. Image files should not be embedded into Word documents.
- **Microsoft Excel (.xls/.xlsx)**: this format can be used to prepare graphs or tables.

Types of illustrations

Line illustrations

Line illustrations consist of distinct straight and/or curved lines placed against a plain background, without any gradations in shade or colour.

- Files should be provided in vector EPS format or saved at a minimum resolution of 1000 dpi.
- Do not use line weights that will be less than 0.3 pt at final size, as they may not appear when printed. For prominent lines (e.g. plot lines on graphs), the weight should be approximately 1 pt.
- Mathematics labels should be typed exactly as they appear in the text. For example, if a symbol appears in italic in the text, it should also appear in italic in the figure.

Halftone illustrations

Halftone illustrations are images with continuous tone, such as a photograph or micrograph, and can be colour (CMYK) or black and white.

- Files should be saved at a minimum resolution of 300 dpi.
- Use patterns or textures within black where possible instead of shading to differentiate areas of the figure.
- When taking photographs, set your camera to produce TIFF format where possible. If your camera does not allow TIFF as a setting, set it to produce the highest resolution JPEG possible and then save the images immediately to TIFF after downloading from the camera. To avoid loss of detail, do not change
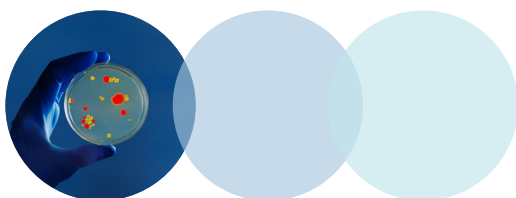
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Combination illustrations

Combination illustrations contain both continuous tone and line/vector elements, and can be colour (CMYK) or black and white. For example, this may be a photograph with labelling, or a micrograph with a scale bar added. Refer to the guidelines for both line illustrations and halftones as they are applicable for combination artwork.

- Files should be saved at a minimum resolution of 600 dpi.
- Ensure LZW compression is used when saving files in TIFF format, as the higher resolution required to produce clear and sharp text/lines within the image results in a larger file size.

General information

Colour

Figures will not normally be reproduced in colour in a printed journal unless agreed by the journal editor, or unless the author pays the relevant charge. All journals will reproduce figures in colour online at no charge to the author. Please consult the Instructions for Contributors for your journal for details of their policy on colour figures.

Where submitting colour illustrations, they should be supplied in CMYK colour mode. Avoid submitting colour images for conversion to black and white, as when converted there may be a loss of contract and detail that affects the interpretation of the figure.

Greyscale

The range of tones (tints) in greyscale illustrations should be between 15% and 85%. When creating a scale or using different densities to distinguish elements of a figure, use increments of at least 15-20% to ensure these can be easily differentiated.

Sizing

Please provide figures at the same size or larger than they will be reproduced in the journal, either by cropping or scaling the image. If you supply images that are smaller in size than the width of a column or page in the journal, they may lose clarity and detail when enlarged.

Resolution

Figure files should be saved at the following minimum resolution at approximately the final size:

- Line illustrations: 1000 dpi
- Halftone illustrations: 300 dpi
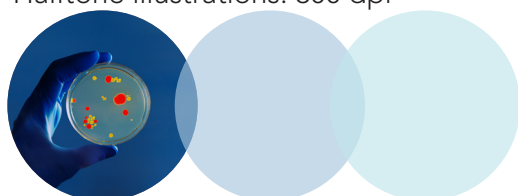
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Please avoid using **images downloaded from the Internet**, as these tend to be only 72 or 96 dpi. If you wish to use an image from a website, please contact the site's administrator or the creator of the image and obtain a copy of the high resolution original.

If you wish to reuse an illustration or photograph from a printed book, it is better to obtain the original artwork than to scan from the printed copy. If you are providing scanned copies of an original image, make sure you scan at a minimum resolution of 300 dpi.

Fonts

Fonts used to create or label figures should be embedded in the image file. We recommend that you use the following approved fonts, in 9 pt:
- Arial
- Courier
- Symbol
- Times
- Times New Roman

Your chosen font should be used consistently throughout all artwork.
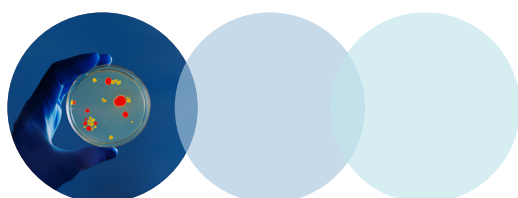
Figure captions

Captions should be supplied at the end of the text of your article, and not as part of the figure files. Please ensure that every figure is cited within the article, and we will try to place your figures as close as possible to their citations in the text.

Image processing

Electronic manipulation of an image using editing software to improve clarity is allowable as long as the image is not modified in a misleading way. Adjustments may be made to brightness, contrast or colour but they must be applied to the entire image and cannot be used to obscure existing data. Authors should save the original source images as these may be requested by the Editor. Cases where image processing misrepresents the original data will be dealt with in accordance with COPE guidelines.

Permissions

You are responsible for securing the copyright permissions to reuse any artwork where you are not the copyright holder. For detailed instructions on securing permissions, please see here.

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