

## TABLES, FIGURES, AND AUXILIARY MATERIAL

Tables and Figures should be used strictly to advance the argument of the paper and to assess its support. Lists and simple quantitative information (e.g., characteristics of a group of subjects) should be incorporated into the text.

*In general, tables are best used when readers need to be able to compare exact numbers, while graphs should be used to show patterns of change or trends, or as an alternative to large tables.*

Authors should plan their tables and figures to fit either one journal column (8.5 cm) or the full width of the printed page (18 cm).

In the rare situation where an accepted manuscript contains a Table or Figure that has been published elsewhere, the original source must be acknowledged in the legend and the Corresponding Author must provide written permission from the copyright holder to reproduce the material. Such permission is required irrespective of authorship or publisher unless the document is in the public domain.

Although there is no page charge for articles, a charge will be made for Tables or Figures in excess of the numbers specified under Submission of Manuscripts or totaling more than 20% of the area of the article in print. Upon payment of the required fees, such material may appear in print or solely in the electronic edition of the journal at the discretion of the editor.

### Tables

All tables should be created using the Table function in Microsoft Word or WordPerfect. Tables should be assigned consecutive Roman numerals in the order of their first citation in the text. *Do not use internal horizontal or vertical rules or shading.* Each column should have a short or abbreviated heading. Explanation of details and any nonstandard abbreviations should be presented in footnotes designated by the symbols \*, †, ‡, §, ¶, \*\*, †† and so on in that sequence.

Tables should not ordinarily occupy more than 20% of the space in a journal article. Data too extensive to print in the journal may be considered for publication as auxiliary material (see below).

### Figures

Figures include graphs, photographs, and drawings and should be assigned consecutive Arabic numerals in the order of their first citation in the text. The journal does not ordinarily publish photographs of experimental equipment; if the paper discusses details of the setup, the author should provide a line drawing with appropriate markings.

Each axis on a graph must be labeled with "Variable (units)" and numbered appropriately. A key to symbols is allowed provided it fits within the rectangle of the graph. *There should be no other text in the graphic file.* Graphs must be submitted in black and white; grayscale may only be used if the grays are distinct; bars or other filled areas should use bold patterns (e.g., thick diagonal stripes) such that the differences between them are clear at publication scale. Three-dimensional graphs may be used only for three-dimensional data. *It is important to visualize graphics at the reduced size at which they will be published to be sure that legends, lines and symbols remain clear.*

Each Figure should be submitted as a separate electronic file using PDF, EPS, TIFF, JPEG or other common electronic format.

## Auxiliary Tables or Figures

Material that contributes to the paper but is not well suited to the print journal may, at the discretion of the editor, be designated “auxiliary material” to be published in the Electronic Edition only; a charge will be made for such publication. Examples include the full text of questionnaires, large tables, color illustrations, derivation of mathematical equations and material that will be used only by a small subset of readers. Such material should be submitted with the manuscript as a separate file that can be considered during peer review and will be accepted at the discretion of the Editor following peer review.

## Graphics Guidelines

When submitting your manuscript you will be instructed to use the art preflight tool to test your graphics. Don't be alarmed by the warnings. Take time to read the advice and try to comply. We will do our best to use the graphics you submit.

**Microsoft Office Graphics:** PowerPoint slides, Excel graphs, or images embedded in Word are acceptable formats. When creating the original file in a Microsoft Office application please follow these general rules to ensure that the initial file is properly prepared:

1. Do not use pattern or textured fills in graphics. Instead, use solid fills or percentage screens that will be effectively converted to vector images during file conversion.
2. Artwork placed within any MS Office application should be of acceptable minimum resolution for print production: 300 dpi for tones, 600-900 dpi for combinations and 900-1200 dpi for line art.
3. When inserting pictures/images into files, be sure to select “insert” and NOT “insert link”, to properly embed the hi-res image into the MS Office file.

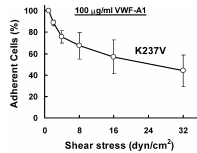
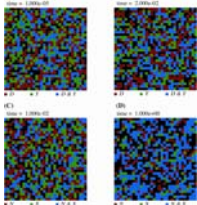
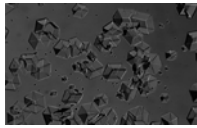
**Raster Graphics:** Raster images can be classified as monochrome, halftone, or combination halftone. It is important to maintain **maximum** resolution settings for each file type. Low-resolution images are one of the leading causes of art resubmission and schedule delays.

**Monochrome (1-bit) images:** Common examples are graphs and charts made of solid black and white, with no gray values. The preferred resolution for this type of image is between 900 and 1200 dpi at publication size. The preferred file format is TIFF. PDF and EPS are also accepted.

**Halftones:** Common examples are color or grayscale figures containing pictures only, with no text or thin lines. The suggested minimum resolution for this type of image is 300 dpi at publication size. The preferred file format is TIFF. EPS, PDF, and JPEG\* are also accepted.

**Combination Halftones:** Common examples are color or grayscale figures containing halftone and line art elements. The preferred resolution for this type of image is between 600 and 900 dpi at publication size. The preferred file format is TIFF. EPS, PDF, and JPEG\* are also accepted.

\*JPEG format is acceptable assuming general use guidelines at [http://dx.sheridan.com/guidelines/tsg\\_preflight\\_solutions\\_3.pdf](http://dx.sheridan.com/guidelines/tsg_preflight_solutions_3.pdf) have been followed.

Monochrome	Combination Halftones (grayscale or color images and type)	Halftones (grayscale or color with no type or lettering)
		
900-1200 dpi	600-900 dpi	300 dpi

**Vector Graphics:** Vector images typically are generated using drawing or illustration programs (e.g., Adobe Illustrator) and are composed of mathematically defined geometric shapes—lines, objects, and fills. Vector graphics are resolution independent and can be sized up or down without quality loss.

**Vector line art:** Common examples are graphs and charts created in illustration programs. Preferred when saved as an EPS file, with all fonts converted to outlines, and graph lines at least .25 point wide.

**Combination line/halftone:** Common examples are color or grayscale figures containing halftone and line art elements. The halftone elements should be processed in Photoshop and the line elements in Illustrator, and the two elements from the two applications should be combined in Illustrator. Preferred when saved as an EPS file, with all fonts converted to outlines, and graph lines at least .25 point wide.

Guidelines for converting fonts to outlines in Adobe Illustrator can be found at [http://dx.sheridan.com/guidelines/tsg\\_preflight\\_solutions\\_1.pdf](http://dx.sheridan.com/guidelines/tsg_preflight_solutions_1.pdf)

**Authors who do not comply with these guidelines will be asked to resubmit their figures in a print-quality format, which may delay publication.**

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