

Guidelines for Figures

File Type	Accepted?	Requirements
.tiff	✓	Figures should have a minimum resolution of 600 dpi when viewed at 10 cm.
.eps	✓	Figures should be supplied as 'vectorized' images.
.jpg	✓	Files should be 1MB or larger
.doc, .xls, .ppt	✓	Images must have been created using Microsoft Excel, Word or Powerpoint.
.gif	✗	We do not accept .gif files.
.png	✗	We do not accept .png files.
.bmp	✗	We do not accept .bmp files.

Figures, such as photographs and diagrams, help the reader to understand your text. We recommend that you aim to use one or two figures for every 500 words of text.

In order to maintain quality, we have restrictions on the type and quality of figures that we accept. Please use the figure flowchart for guidance regarding any figures that you intend to submit. If you are unsure or concerned by any of the instructions given please contact the journal's editor: <http://www.icevirtuallibrary.com/content/journals>. Contact Information for your Journal's editor can be found on the editorial page for each journal.

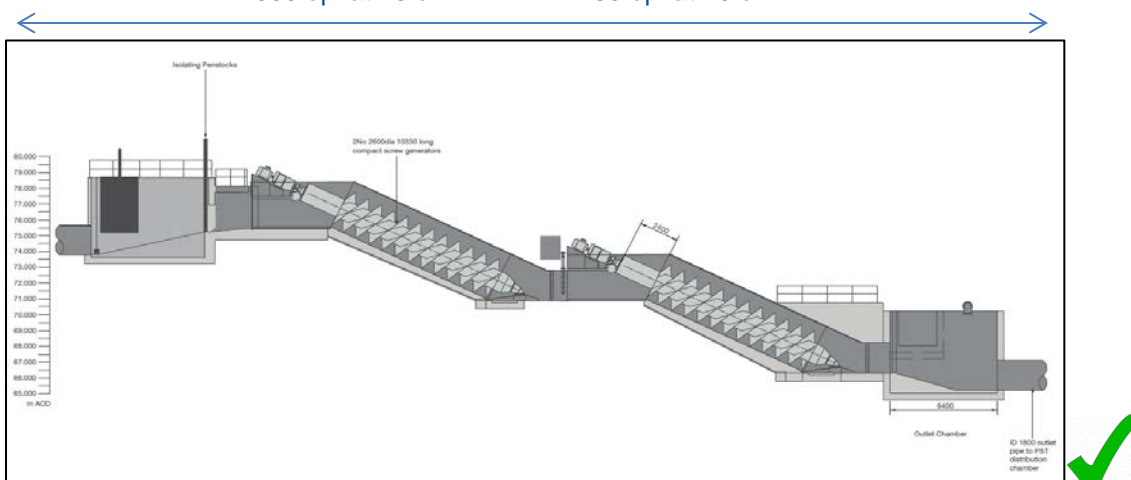
Preparing figures in TIFF, EPS or JPG format

Line drawings should be submitted in .tiff or .eps file format and must have a minimum resolution of 600 dpi at a width of 10 cm.

All .eps files should be 'vectorized' images so that they remain clear even when you zoom in on them

Large and highly detailed figures must have a higher resolution as they will need to be printed at a larger size in the journal.

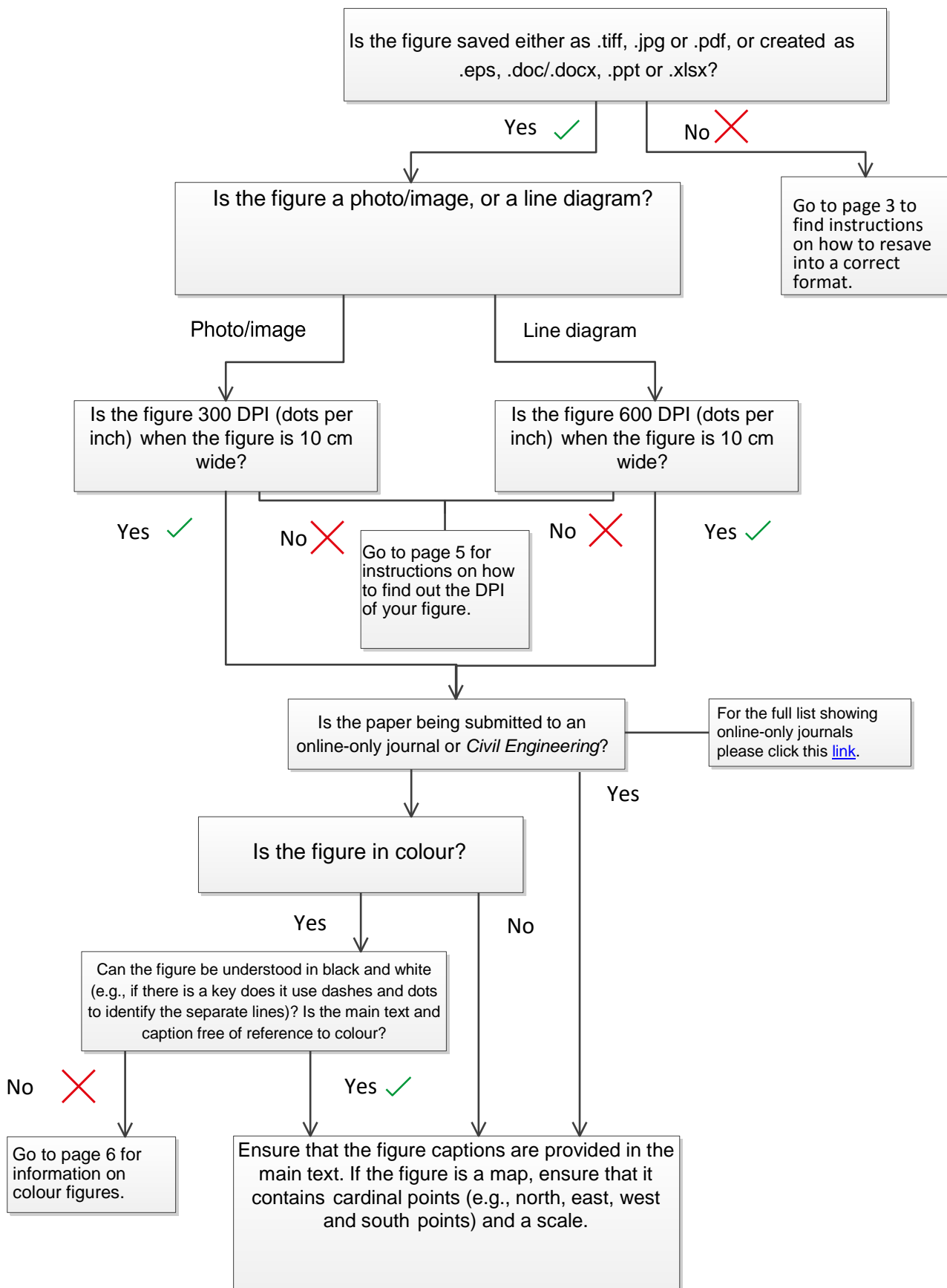
$$600 \text{ dpi at } 20 \text{ cm} = 1200 \text{ dpi at } 10 \text{ cm}$$



Photographs submitted in .tiff format must have a minimum resolution of 300 dpi when viewed at 10 cm.

Photographs submitted in .jpg format must have a minimum file size of 1MB.

Figure Guidance Flowchart



How to resave a file in an accepted format

As a publishing house we have a particular image standard in order to maintain quality. Some file formats are not able to save images at a high enough resolution. Please always try to submit the most original version of the image as images can lose quality through conversion. Please find the list of accepted file types below. If unsure please contact the journal's editor.

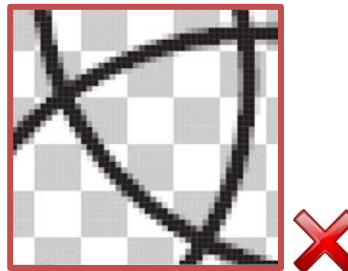
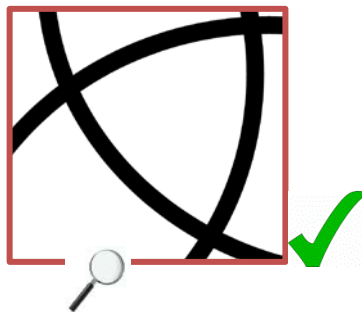
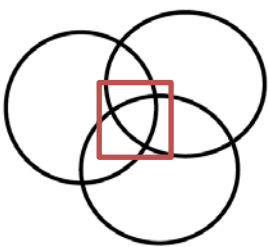
Adobe Illustrator

Save figures created in Adobe Illustrator as **.eps** files. .eps files should be 'vectorized' images so that they remain clear even when you zoom in on them

.eps file

vectorized .eps file

non-vectorized .eps file



Adobe Photoshop

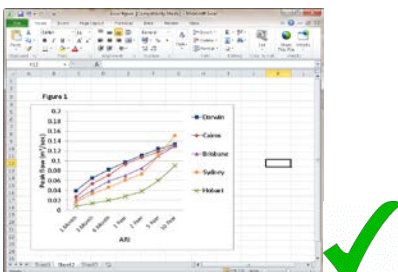
Save figures created in Adobe Photoshop should be saved as high-resolution **.tiff** images. For help with this please see the Adobe Photoshop help site (<https://helpx.adobe.com/photoshop/using/image-size-resolution.html>).

AutoCAD

Save figures from AutoCad to **.eps** format by using the 'plot to .eps' function. A second option is to save it as PDF but we do prefer .eps. Save .dwg files as .eps or .tiff.

Excel

Save figures as **.xls** or **.xlsx** files. If figures are saved across tabs in an Excel spreadsheet, ensure each tab is labelled with the correct figure number. Figures created in Excel should use pattern to differentiate between plot lines rather than colour if it is a printed journal.



Original image scanned in

Save the image as a high-resolution **.pdf** file. To do this in Photoshop, please see the Adobe Photoshop help site (<https://helpx.adobe.com/photoshop/using/image-size-resolution.html>). Please ensure that copyright permission has been obtained from the original publisher.

Photographs

Digital images are commonly stored as **.jpg** or **.tiff** files. We prefer to receive **.tiff** files because **.jpg** files lose image quality as file size decreases. Figures can be submitted as **.jpgs** as long as the file is larger than 1 Mb in size. The image quality will not improve if **.jpg** files are converted to **tiff** format.

File size smaller than 1MB



File size greater than 1MB



Microsoft Powerpoint

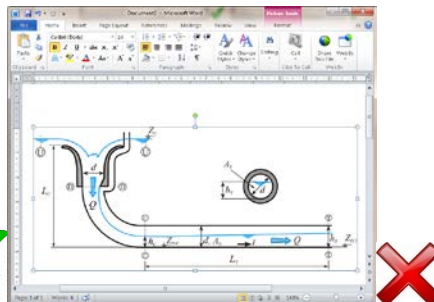
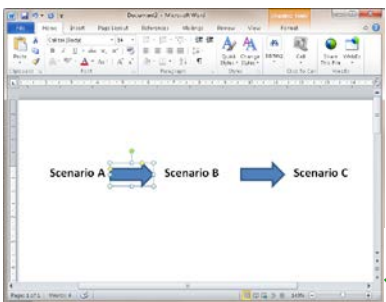
Save figures created in Microsoft Powerpoint in **.pdf** format. All lines in the figure should remain clear and sharp when zoomed in on. For composite images using photographs and line work please consider the quality of all parts.

Microsoft Visio

Save Microsoft Visio files in **.pdf** rather than saving a Visio file. Ensure that no formatting errors are introduced during the conversion.

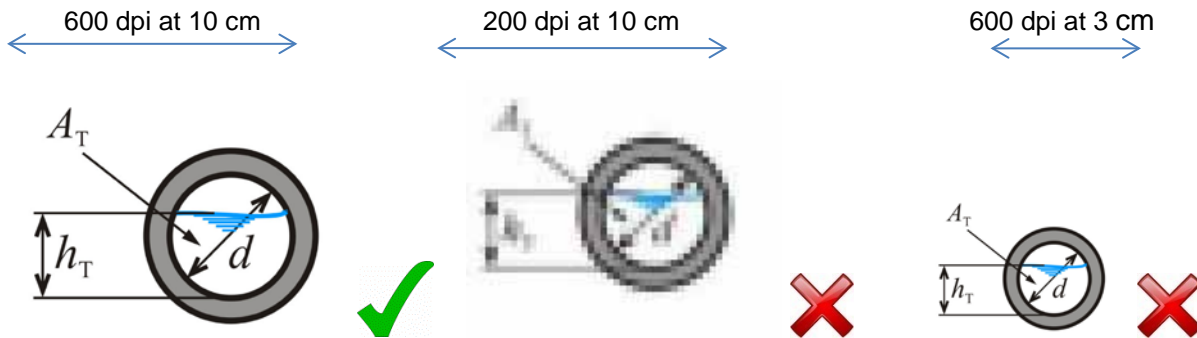
Microsoft Word

Save Word files in **.doc/.docx**. Figures supplied in Microsoft Word can be accepted as long as the figure was created in Microsoft Word. If the figure has been pasted in a Word document it is not of a high enough quality. Please provide the original figures as separate files.



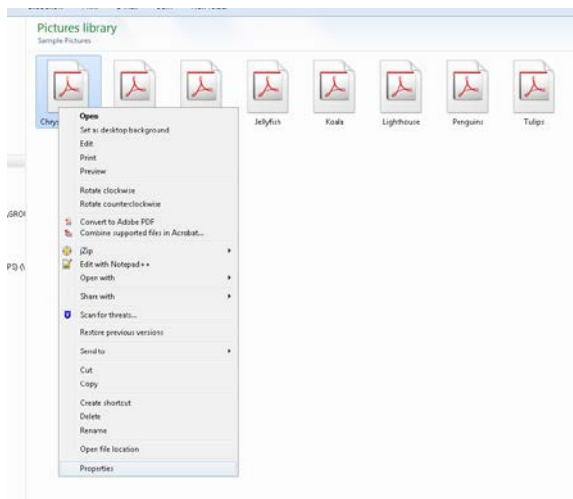
How to find the DPI of your figure

As a publishing house we have a particular DPI (dots per inch) standard in order to maintain quality. The DPI of an image is an assessment of the resolution; the higher the DPI of an image, the higher the detail. However, images can be doctored by increasing the DPI of an image without improving the resolution. Many programs will perform this function by adding pixels by copying the adjacent pixels. If the original image does not have a high enough DPI then the image will not be improved by manually adding pixels.

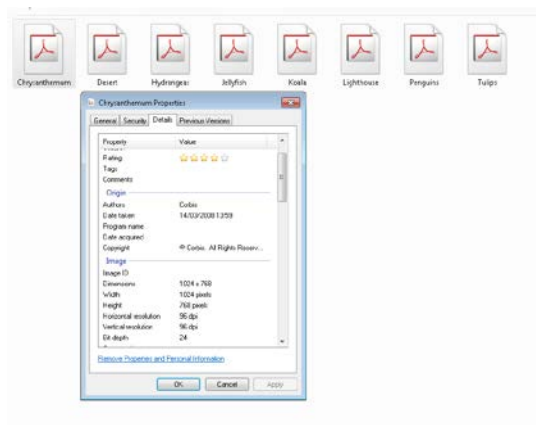


To find out the DPI of your image you can use the process below. Some programs can also check this for you.

1. Right click on the file name within the documents folder.



2. Select 'Properties', and then the 'Detail' tab.

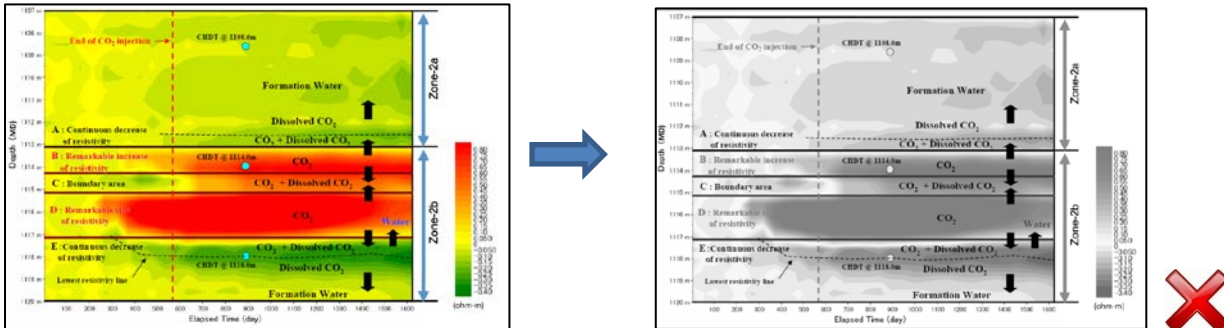


3. The DPI will be listed in the 'Image' section. Ensure that the dimensions also match the required size (10 cm in width).

Colour figures for print journals

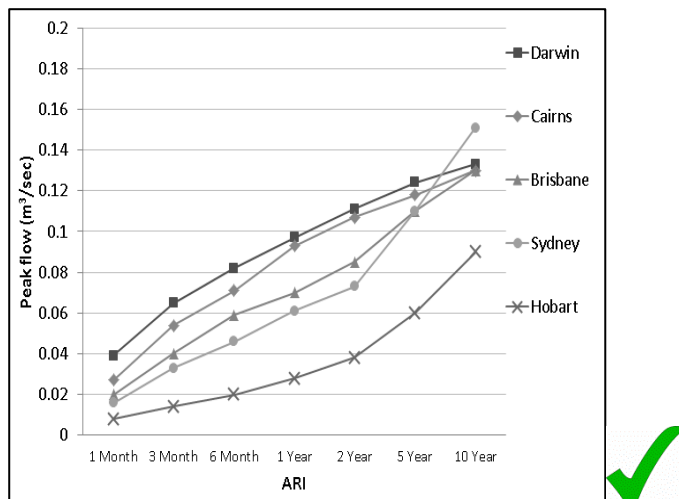
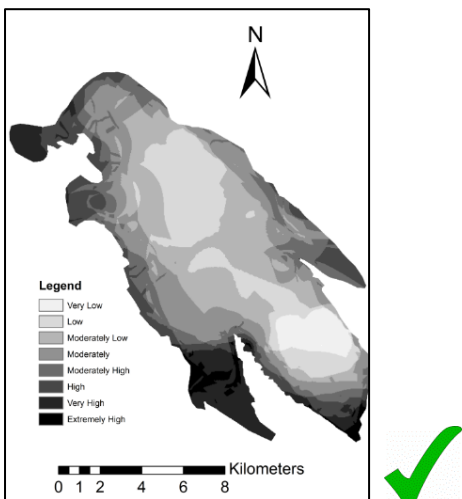
In order to keep the price of our journals down, our journals are printed in black and white; therefore, information that relies on colour may be lost. Make sure that your figures are still clear when presented in black and white. The original file should still be submitted in colour. This may require you to add labels, symbols or use sequentially graded tints.

Colours may not be distinguishable in black and white



Sequentially graded tint

Add symbols to colour graphs



If the figure is unable to retain the information when printed in black and white then it will either need to be replaced or, if you wish, you can pay a charge of 750 GBP for colour printing of your article. To do so, send [this](#) form to the journal office.

Annotation

Annotations on figures should be kept as short as possible; the style and content of annotations should be consistent with the style used in the main text. Use capital letters for initial words and proper nouns only.

Captions

Please provide a list of captions for all of your figures on a separate page at the end of your main text. Captions should be kept brief and include

- a) number of the figure (e.g. Figure 1)
- b) description of the figure including what it is intended to show (i.e. not just a title).

Request permission to use

You must provide proof that you have obtained permission to use the figures included in your submission. Without this, figures that have previously been published elsewhere cannot be used. To download a form, please click [here](#). If you are unsure of what to do, please refer to the flow chart on page 3.

Flowchart for determining Figure copyright

You wish to include a new, unpublished, Figure (Table, Chart, Photograph, Diagram) in your article

You wish to include a Figure from your own work that has been published

You wish to use a Figure from a third party publication, image library or website

