

# How do I submit figures & graphs in Word?

## Figures/Graphs

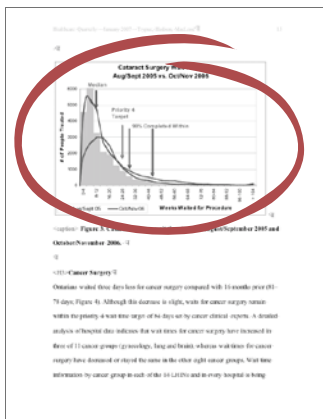
To ensure accurate reproduction of your figure, graph or picture in any Longwoods publication, please provide, **in addition** to the Word document, the original file you “placed” into your Word Document (see below for examples). These can be sent directly to production upon acceptance of paper.

Acceptable file formats:

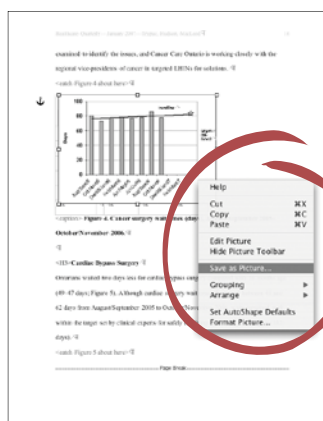
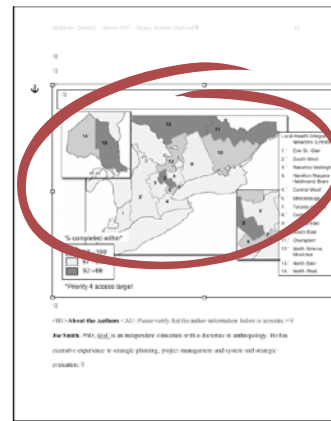
- jpg, eps, tiff or psd (at a resolution of 300 dpi)
- original Adobe Illustrator (.ai or eps file)

*Note: Powerpoint or Excel files are acceptable if you used these programs to create the original figure or graph.*

These are examples of images placed in Word documents:



Any figure/graph/picture placed in Word documents need to be provided as separate files in addition to your manuscript.



How can I tell what a figure or graph is? In Word, right-click on figure, the image will be highlighted with a square box. Pop-up menu will appear with an option to “Save as picture.”

# What is a high resolution photo?

High resolution photos are required for sharp reproduction in our publications otherwise the printing quality is very poor. Pictures should be taken at the highest resolution setting on the camera.

## Photo submission

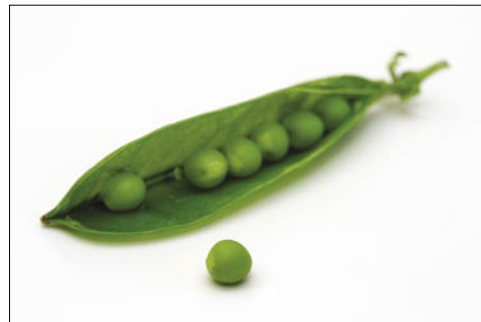
TYPE	DIMENSIONS		FILE FORMATS	FILE SIZE
Profiles, interviews, Breakfast with the Chiefs promotion	5" x 7"	1500x 2100 pixels	jpg, eps, tiff or psd (at a resolution of 300 dpi) or an original Adobe Illustrator (.ai or eps)	min. 800 KB for jpeg
Announcements, online	2" x 3"	600x 900 pixels	jpg, eps, tiff or psd (at a resolution of 300 dpi) or an original Adobe Illustrator (.ai or eps)	min. 175 KB for jpeg

### These are samples of photos when printed:



Low resolution photo

- Any pictures found on the web are low resolution and not suitable for print quality
- A picture that is low-resolution cannot be made into a high resolution photo



High resolution photo

- A high resolution picture is determined by its **number of pixels**; more pixels improves the sharpness of the picture.
- This is print quality

## Helpful tips

The amount of space a picture takes up on your computer and how long it takes to email is determined by the picture's **file size**. The more pixels a picture has, the larger its file size will be.