

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 image you “placed” into your Word Document (see below for examples).

Acceptable file formats:

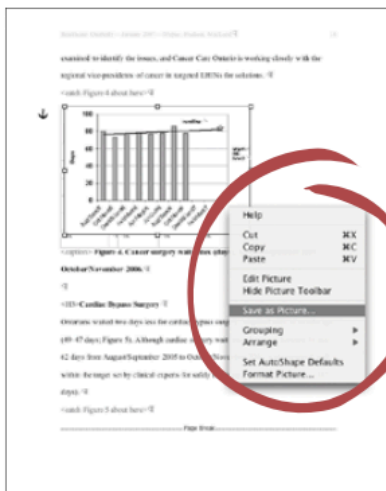
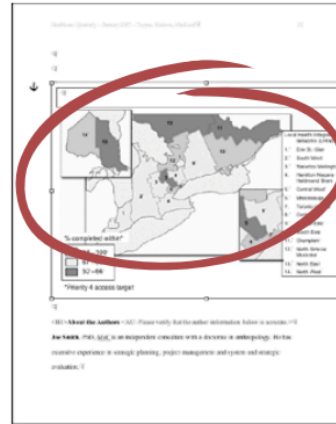
- jpg, eps, tiff or psd (at a resolution of 300 dpi)
- original Adobe Illustrator (.ai or eps file)

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.”

More detailed information can be found in the Author Guidelines at www.longwoods.com