

## JRRD Figure Checklist

Use this checklist when preparing figures for submission to *JRRD*. Please check off the items as you complete them to ensure your images and artwork are suitable for print production.

Full *JRRD* Submission Guidelines are available on our Web site (<http://www.rehab.research.va.gov/jrrd/index.html>) and Manuscript Central under the Instructions and Forms tab (<http://mc.manuscriptcentral.com/jrrd>).

### FIGURES

- Submit digital images in .TIF or .JPG format that are at least 3.5 in. wide (8.9 cm) but no larger than 7.25 in. (18.4 cm) wide.
- Each figure must be submitted as a separate file after acceptance; files embedded into the text are required during the review process.
- Ensure that figures are saved at the correct resolution:  $\geq 300$  dpi.
- Create labels/symbols that are large enough to withstand reduction (i. e., at least 8 pt when reduced).
- Use the same size and style font within each figure. Figure fonts must be sans serif.
- Ensure that related figures are the same size for uniformity.
- Use lower-case letters to identify figure panels (i.e., “(a),” “(b)”) in the upper left-hand corner of each image.

**PLEASE NOTE**—PowerPoint and CAD-CAM formats are unacceptable. Please consult the full guidelines for authors if you have questions about exporting or creating digital artwork.

### BAR AND LINE GRAPHS

- Avoid hairline rules (all lines should be at least 1 pt thick and easily distinguishable when printed in black and white).
- Create two-dimensional bar graphs (not three-dimensional).
- Differentiate bars in the chart (e.g., use white, black, or diagonal fill).
- Use symbols that are easily distinguishable by shape (circle, square, triangle), color (white or black), and size.
- Place unit of measurement and appropriate axis titles along both the *x*- and *y*-axes.

### MRI PHOTOGRAPHS, X-RAYS, OR PHOTOMICROGRAPHS

- Remove ANY marks or text that could identify a patient.
- Identify critical areas with arrows or labels on the figure.
- Ensure that arrows and labels are clear, sharp, and large enough to withstand reduction (i. e., at least 8 pt when reduced).
- Provide magnification and stain data in the legend for photomicrographs.

### PERMISSIONS AND RELEASES

- Obtain permission for art reprinted from other sources and include a credit line in the legend.
- Obtain a signed Consent for Use of Picture and/or Voice from each person who can be identified in a photograph or illustration (form available from Manuscript Central under the Instructions and Forms tab).

### FIGURE LEGENDS

- Include a concise legend for each figure telling what the figure represents and explaining any marks, arrows, error bars, etc.
- List figure legends on a separate page at the end of the manuscript.
- Resolve inconsistencies between figure legend and figure (e.g., figure is black and white and the word “red” is used in the legend).