

## Submitting Artwork for Publication in Primary Care Respiratory Journal

Submitting your images, pictures, tables and other artwork in an electronic format helps us to produce your work to the best possible standards, ensuring accuracy, clarity and a high level of detail. This document describes how to prepare your artwork for electronic submission and includes: common problems, suggestions on how to ensure the best results, and guidelines for popular applications. Please check before you send us your artwork and make sure you can answer 'yes' to the following:

1. My files are in the correct format - TIFF, EPS or PDF. MS Office files (Word, Powerpoint, Excel) are also accepted provided they meet certain conditions.
2. My colour images are provided in CMYK format.
3. The physical dimensions of the artwork match the dimensions of the journal I am submitting to.
4. The lettering used in the artwork does not vary too much in size and is always in one of the following true-type fonts Arial, Courier, Helvetica, Times and Symbol.
5. My artwork is numbered according to its sequence in the text e.g Figure1.pdf., Table2.doc
6. Figures, schemes and plates have captions. I have provided these captions on a separate sheet with the manuscript and have referred to them in the text.
7. I have specified the preferred magnification factor of my artwork on the sheet with filenames that accompany the disk.

### Other Notes

- No data should be present outside the actual illustration area
- Line weights should range from 0.35 pt to 1.5 pt
- When you are using layers make one layer before saving your image (Flatten Artwork)
- When supplying a TIFF (Tagged Image File Format) file please ensure files are supplied at the correct resolution:
  - Line artwork = minimum of 1000dpi
  - Halftone artwork = minimum of 300dpi
  - Combination artwork (line/tone) = minimum of 500dpi
- When supplying an Acrobat PDF file (Acrobat Portable Document Format) authors should download and use the relevant version of the Adobe Acrobat Distiller job options file supplied by following the instructions given below:
  - Macintosh users, 'ctrl-click' on the relevant link and save the file to: Macintosh HD\Applications\Adobe Acrobat \*.\*\Distiller\Settings\ - where \*.\* indicates version number in use
  - PC users, 'right-click' on the relevant link and save the file to: C:\Program Files\Adobe\Acrobat \*.\*\Distiller\Settings\ - where \*.\* indicates version number in use
- Job Options: version 4 settings, version 5 settings. In addition, the following criteria should also be met:
  - Make sure that any artwork within the source document is at the appropriate, minimum, resolution: 300 dpi for halftones, 500 dpi for combinations (line art and halftone together) and 1000 dpi for line art. These resolutions will be retained in the PDF creation process if the above job options are used.
- When supplying an MS Office file (Word (.doc), Excel (.xls), Powerpoint (.ppt) figures) you must ensure the following points are adhered to:
  - Make sure that any artwork placed into MS Office applications is at the appropriate, minimum, resolution: 300 dpi for halftones, 500 dpi for combinations (line art and halftone together) and 1000 dpi for line art.
  - Do not reduce or enlarge any images after placement in an MS Office application as this can lead to loss of image quality.

## Sizing of artwork

The aim of the journal is to have a uniform look for all artwork contained in one article. It is important to be aware of the journal style: Please adhere to the following guidance wherever possible:

1. The lettering on the artwork should have a finished, printed size of 7 pt for normal text and not smaller than 6 pt for subscript and superscript characters. Smaller lettering will yield hardly legible text. This is a rule-of-thumb rather than a strict rule. There are instances where other factors in the artwork. For example, tints and shadings dictate a finished size of perhaps 10 pt.
2. When deciding on the size of a line art graphic, in addition to the lettering there are several other factors to assess. These all have a bearing on the reproducibility/readability of the final artwork. Tints and shadings have to be printable at finished size. All relevant detail in the illustration, the graph symbols (squares, triangles, circles, etc.) and a key to the diagram (to explain the explanation of the graph symbols used) must be discernible.
3. Sizing halftones (photographs, micrographs, etc.) can normally give more problems than line art. It is at times difficult to know what an author is trying to emphasise on a photograph, so you can help us by identifying the important parts of the image for us, perhaps by highlighting areas on a photocopy. The best advice that we give to our graphics suppliers therefore is to not over-reduce halftones. They should pay attention to magnification factors or scale bars on the artwork and compare them with the details inside. If the set of artwork contains more than one halftone, again make sure that there is consistency in size between similar diagrams.
4. Halftone/line art combinations are difficult to size, as factors for one may be detrimental for the other part. In these cases the author can help out by suggesting an appropriate final size for the combination.

## Colour Reproduction

Images supplied in colour will sometimes only appear black and white in print due to the additional costs involved.

## Scanning

Artwork should be scanned according to the following requirements regardless of the software and hardware used in the scanning process:

1. Images should be scanned in RGB mode
2. Images should be scanned at a minimum resolution of 300dpi
3. Images should be tightly cropped
4. If applicable please re-label your scanned artwork with an appropriate font as listed above and ensure it is an appropriate font size

Save your image in TIFF format with LZW compression applied