

Appendix III. FIGURE INSTRUCTIONS FOR AUTHORS

- Figures should contain a title and, if applicable, a legend and a key.
 - o **Title:** a succinct clause or phrase that identifies the specific topic of the figure or describes what the data show (10 pt Times New Roman, principal words capitalized). The title should appear above the figure and included as part of the TIFF file (ie, Tagged Image File Format as opposed to JPEG).
 - o **Legend:** contains information that identifies and describes the figure, and it should provide sufficient detail to make the figure “standalone” (ie, comprehensible without reference to the text) (9 pt TNR, sentence-style capitalization). Legend information should be separate from the TIFF file of the figure but should be included with the manuscript and numbered to correspond with the figure.
 - o **Key:** provides additional information to interpret the data; identifies and defines markers, shading, etc. (TNR consistent with the rest of the figure, sentence-style capitalization).
- Text within the figure should be in a san-serif font such as Arial.
- Axis labels should have principal words capitalized; non-axis text should be capitalized sentence-style.
- Abbreviations should be consistent with those used in text and defined in the title, legend, or key.
- For graphs, do NOT include horizontal lines above the x axis and do NOT include a box around the figure.
- Numbers with more than 4 digits are separated with spaces, NOT commas (ie, 300 000, instead of 300,000).
- Canvas size of figure should be at least 5” wide.
- All figures should be in gray scale (or black and white), and submitted electronically as high resolution (at least 300 dpi) TIFF files. (Note: clear, sharp images are essential for accurate reproduction – while dust and scratches usually can be removed, if the details are blurred in the original, they will be blurred in reproduction.)
- Original image files for figures are preferred; if a previously published figure of any kind is necessary, the author MUST obtain and submit written permission from the copyright holder to use the figure; the original source MUST be acknowledged in the figure legend.