

## Preparing figures for *Nicotine & Tobacco Research*

**Why use a figure?** Do not include a figure unless it is the best way to present information. Tables and text description take less space, and often are a simpler way to present findings. Limit the use of multiple-pane figures and complex figures.

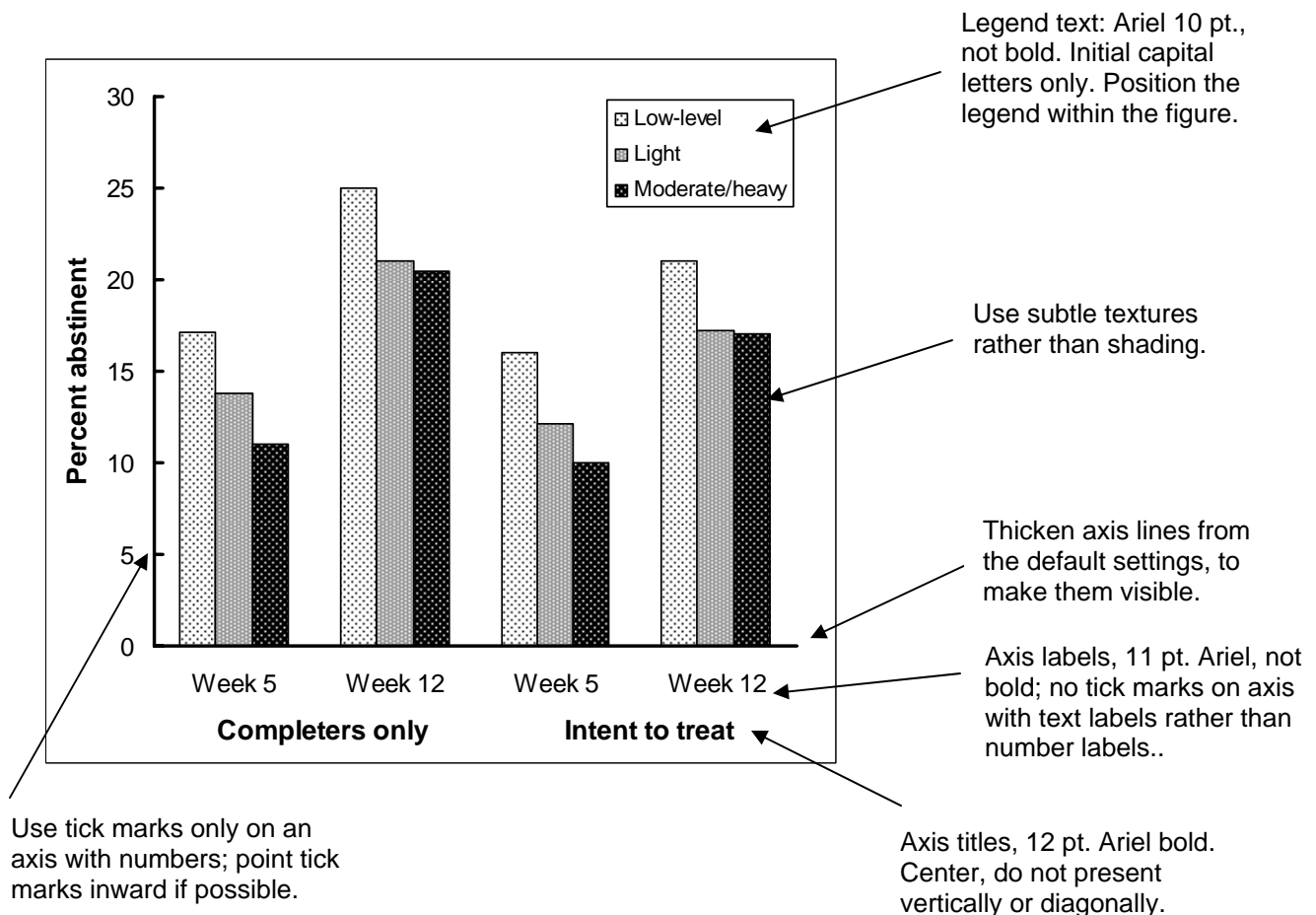
**Follow the instructions.** Figures must conform to the journal's guidelines before a manuscript can be accepted in final form and sent to production. Submitting figures in a nonpreferred format will delay or prevent publication. The acceptance date will reflect any delays related to unacceptable figure files.

**Create or reuse?** Authors submitting a figure simply copied from a PowerPoint presentation or a poster most likely will be asked to re-create the figure for publication, resulting in delays in acceptance and publication. The journal editors recommend that you create a figure specifically for submission to *Nicotine & Tobacco Research*, based on these guidelines.

**Color or black/white?** Figures can be color or black/white. Figures published in color in the print version of the paper will incur a publishing cost to the authors. Figures can be published in black/white in print but in color online at no cost to authors. In this case, the downloadable PDF of the published article will include color figures.

A color figure also should be understandable in grayscale (that is, in pure black and white or with gray shades), since the article is likely to be photocopied or printed in grayscale.

**Figure preferences.** This figure will reproduce well.



**Excel figures.** Creating your figures in Excel helps ensure that they will be reproduced correctly and legibly. Do not copy your Excel figures into the Word document of your manuscript. Instead, provide figures in a separate Excel file, with each figure in a separate worksheet. The worksheet labels for the figures should be: Figure 1, Figure 2...

- Do not simply use the Excel defaults for creating a figure. You will need to make changes in the figure to make it clear and easy to follow:
- Remove the gridlines. Consider adding data labels if the data are not included in a table.
- Make the background white.
- Remove the “box” around the chart area, so that only the x and y axes remain.
- Thicken the axis lines so that they are at least three times as thick as the default lines.
- Thicken any plotted lines so that they are at least as thick as the axis lines.
- Point the tick marks inward rather than outward, if possible.
- Do not use gradations of shading; instead, use fine-lined textures.
- Do not use tick marks on an axis with text labels rather than numbers.
- If your x-axis data labels are lengthy or numerous, do not use angled labels. Instead, consider reversing the axes so that the labels are horizontal on the y-axis.

**Other graphic programs.** If you create figures in a program such as SigmaPlot or CorelDraw, you must export the file as .TIF or another file format listed below. The typesetters can work with figures in the following formats:

- .TIF (Tagged Image Format File)
- .DOC (Microsoft Word document)
- .XLS (Microsoft Excel)
- .PPT (Microsoft PowerPoint)
- .PDF (Portable document format, Adobe)
- .AI (Adobe Illustrator)
- .WMF (Windows metafile)
- .PNG (Portable Network Graphics)

The journal or publisher editors may request that you redraw the figure and export it again. Please follow the preferred style example and the guidelines under “Excel figures.”

**Order the figures.** Number all figures consecutively, as they should appear in the text.

**Separate files.** Submit a figure as a separate file; do not embed it in the main manuscript document.

**Figure size.** Size the figure to the column or page width of the journal and set the resolution at 300 dpi or greater for color and grayscale and 600 dpi for pure black and white.

**Microcharts.** The journal encourages the use of microcharts (also called *sparklines*) where appropriate. They can save considerable space and can include both data and a graphic element. Shareware software for microcharts is available at <http://www.bestshareware.net/download/microcharts-professional.htm>.