Tips for Uploading Files and Images on Manuscript Central

This document is a guide to different file formats and types of images that can be uploaded during the submission process.

Disclaimer: *This document is intended to offer general guidelines for Manuscript Central. Please refer to the journal's Author Instructions for specific guidelines.*

Document File Formats

Preferred Formats – These file types convert to HTML and PDF

ENCRYPTED OR PASSWORD PROTECTED FILES WILL NOT CONVERT

Type / format name	Tips / Guidelines
Microsoft Word (.DOC) Rich Text Format (.RTF) Post Script (.PS)	• Times New Roman font converts best for readability • Use English Equation Editor when you have equations in your document. Other versions (e.g., French) will not convert properly • You can do File/Web Page Preview in MS Word to see how your .DOC file will convert to HTML • **NOTE**: If you must use unique fonts, embed them in the .DOC or .PS file (you cannot embed fonts in an .RTF file). The PDF will include the embedded fonts and look fine, but the HTML may not display properly to someone who does not already have the unique fonts you used in your document.
TeX/LaTex	• Can be uploaded if journal site is configured to accept TeX/ LaTex files. • **Converts to PDF format only**

Other Formats – These file types can be uploaded but <u>might not</u> convert to HTML or PDF

Type / format name	Tips / Guidelines
Word Perfect (.WPD)	• Word Perfect files must use Times New Roman Symbol Fonts for Greek characters and symbols • We recommended you convert your Word Perfect file to a .DOC file before uploading
Star Office Writer (.SXG)	• Star Office uses .XML file formats that must be converted to .DOC or .RTF if your documentation is to convert properly • Use Times New Roman font • **Native .SXG files do not convert to HTML or PDF**
Open Office (.SXW)	• Use Times New Roman font • Must be converted to a .DOC file before upload • **Native .SXW files do not convert to HTML or PDF**
Excel (.XLS)	• Upload one sheet at a time from an Excel file – not the entire workbook • We do not accept **.XLW** files which have layers of spreadsheets embedded within them • It is best to convert a graph or chart to a **.TIF image** for before upload. You will need to open a **graphics program**, copy and paste, and then save the image as a .TIF file. Upload the .TIF files instead of the original chart files
Power Point (.PPT)	• You should convert charts and graphs created in PowerPoint to **.TIF files** for best resolution. You will need to open **a graphics** program, copy and paste each chart and graph, and save each as a .TIF file • Layered presentations cannot convert unless each page is saved as an image
Microsoft 2003 Chart Creator	• Copy each chart into **a graphics** program. Save each copy as a **.TIF file**: layered presentations cannot convert unless each page is save as an image • Upload the .TIF file(s) instead of the original chart file(s)
Adobe Acrobat (.PDF)	• Version 6.0 files must be saved as readable in Version 5.0. Refer to your Adobe documentation. • **ENCRYPTED OR PASSWORD PROTECTED FILES WILL NOT CONVERT** • Quartz and Ghostscript PDF writers are not supported at this time and may not convert properly

Image File Formats

Type / format name	Tips / Guidelines
Tagged Image File Format (.TIF)	• Virtually all artwork/image creation software is capable of saving files as .TIF. o This option is usually found under the 'Save As' or 'Export' commands in the 'File' menu • .TIF and .EPS files (*see next file format*) are the preferred file formats for all uploaded images; at this time, we cannot accept Microsoft Imaging .TIFs • Do not upload .TIF or .EPS files containing a **thumbnail preview**
Encapsulated PostScript (.EPS)	• .EPS is the preferred format for electronic line art and combination art o This option can normally be found under the 'Save As…' or 'Export….' commands in the 'File' menu • Always include/embed every font • .EPS and .TIF files (see previous file format) are the preferred file formats for all uploaded images • Do not upload .TIF or .EPS files containing a **thumbnail preview**
Photoshop File (.PSD)	• Must be a straight Bitmap file or flattened to convert in Manuscript Central • If you have been instructed to use .PSD in layers for production, the system will not convert them, but you can submit the files in Manuscript Central
Joint Photographic Experts Group (.JPG)	• Will upload but is **not** considered acceptable for most production processes if your manuscript is accepted for publication
Bitmap (.BMP)	• A Bitmap defines a display space and the color for each pixel or "bit" in the display space • Will upload but is **not** considered acceptable for most production processes if your manuscript is accepted for publication
Graphics Interchange Format (.GIF)	• Will upload but is considered a low-resolution file. It **is** acceptable for most production processes if your manuscript is accepted for publication
Adobe Illustrator (.AI)	• Use Create Outlines Tool if you use text in your diagram

Figure File Types

Type	Definition	Tips / Guidelines
Line Art	An artwork type commonly used for graphs and charts containing scientific data	Preferred format is .TIF. Save with a minimum resolution of 600 dpi or 1200 dpi *(see journal-specific guidelines)*
Gray Scale images	Images that are all gray scale and have no line art	Format may be .TIF or .EPS with a minimum resolution of 300 dpi
Color halftone	Color photographs	Format may be .TIF or .EPS with a minimum resolution of 300 dpi
Combination artwork	Artwork containing halftone and line art elements	Combined figures of electronic line art and electronic grayscale images – preferred format is .EPS

NOTE: .TIF and .EPS files may be saved and submitted in either RGB or CMYK color mode – ***refer to journal-specific guidelines on which color mode you should use.*** Also, standard minimum resolution of each file type is described for each figure type, but journal-specific guidelines should be used for determining the acceptable resolution for production and publication in that journal.

Useful Terms and Definitions

Type / Format	Definition
Pixels	• Pixels per inch (ppi) is a measure of the sharpness (that is, the density of illuminated points) on a display
DPI	• Dots per inch – measurement of an image
RGB	• Red Blue Green – color space used for image display
CMYK	• Cyan Magenta Yellow Black – color space for printed images