Electronic Figure Guidelines
Paleobiology

Requirements at a Glance

Figures for Review	Figures for Publication
Figures that can be reviewed by potential peer reviewers	**Final figure files that are ready for print and online publication**
DPI Requirments: No requirements, however, images should be peer reviewable.	DPI Requirements: Line artwork: 1200+ Grayscale: 600+ Combination: 800+
Acceptable Formats: .jpg, .tif, .eps, or .pdf	Acceptable Formats: .tif or .eps
File Size: Must be less than 40 megapixels in order to fit in the PDF proof.	File Size: Can be any file size and does not need to show up in the PDF proof.
Figure File Names: Include at least the figure number. (ex: Figure_1.tif)	Figure File Names: Include figure number, author name(s), and 1- or 2- column size. (ex: Fig1_Smith_2col.tif)

Figure File Details

Figures for Review

- For review, figures may be submitted in .jpg, .tif, .eps, or pdf.
- If submitting a pdf, please ensure it is at a 1- or 2-column size.
- Please ensure that the file size is small enough to create an image in the PDF proof. This means your image must be less than 40 megapixels (i.e., the total number of pixels [height x width] has to be <40 megapixels). Your figure must have enough detail for reviewers to examine necessary features, however.

Figures for Production (Table 1)

- If your manuscript has been accepted for publication, you will be asked to upload your final figures.
- Please ensure that your figures are saved at final publication size and are in an accepted file format. Failure to supply figures in the proper size and/or format will delay publication of your paper.
- To ensure that your figures are reproduced to the highest possible standards, Cambridge Journals requires the formats and resolutions listed in Table 1 for electronic figures.

File Formats

- Only.tif or .eps files will be accepted for Production.
- Please label production figures with 1- or 2-column (e.g., SmithetalFigure1_1col.tif; SmithetalFigure2_2col.eps) to indicate final size.

Note Regarding Large Image Files

Please save large image files (full-resolution files for production) with LZW compression to ensure they can be uploaded correctly. LZW compression reduces file size (sometimes drastically) without affecting quality. LZW compression is also reversible. LZW compression is an option when you save a file from a graphics package (such as Photoshop) using the menu option “Save as,” then selecting TIFF format, saving, then selecting LZW compression in the following window.

IrfanView is a graphics program that you can download for free for PCs that will allow you to use LZW compression. You can download the program at a number of locations on the web, including http://www.tucows.com/preview/19496

General Requirements

- Photos must not be altered except for tone, contrast and the addition of labels or outlines of features.
- Specimens are illuminated obliquely from the upper left unless photographed in situ.
- Specimens are oriented following standard practice for the taxonomic group.
- Key features are clearly visible.
- Genus and species names are set in italics.
- The figure is explained in the caption in telegraphic style.
- All labels or abbreviations used in a figure are explained in the caption. For labels and abbreviations used in multiple figures, they must be explained in each figure's caption.
- The method used to generate the figure is explained (equations, assumptions, cited in text, etc.).

Color Figures

- There is a charge of $250 to print each color figure in the print issue.
- There is no charge for figures that appear in color only in electronic versions (online publication and PDF reprint).
- Use a consistent color palate for all color figures.
    - Use colors or shading dark enough to be seen easily in print. Do not use yellow, as it does not stand out well on a white background.
    - Be mindful of colorblindness. Ensure that figures are understandable to colorblind readers by double-checking the colors in PhotoShop or by using a colorblind simulator, such as Color Oracle (https://colororacle.org/).
- If the author wants a figure in color online only and not in print, then only a color file should be submitted. The black and white image for the print issue will be converted by the typesetter to black and white from the color image.
- If only color images are provided and authors do not wish to pay for color print, it is the author's responsibility to test the readability of a color figure in black and white. If any figure is not to be printed in color and is found to be unreadable in black and white, an improved new file must be provided, resulting in delayed review and/or publication.
- If a color image will be black and white in print, please ensure that all symbols are distinguishable other than by color. In the figure caption, do not reference aspects of the figure solely by color.

Figure Labels and Scale

- Subfigures labels should be capital letters (A, B, C…), in the upper left or right corner of each image.
- Labels and text used in figures must be sans serif (e.g., Arial font), consistent in size and style through a figure or figures of similar type (such as graphs), and readable.
    - Minimum font size in figures is 9 point at final size.
    - Minimum line weight is 0.3 point (0.11 mm) at final size.

    - Prominent line (e.g. plot lines on graphs) weight should be 0.75 to 1.0 point (0.25 to 0.35 mm).
- Scale bars are required in photographs of specimens. Field photographs may use rulers or an object with a known size for scale. A numerical description of scale bar size should be included either with the scale bar or in the caption. Explanations of magnification (such as X40) cannot be used because figures may be resized in final print.
- Maps and stratigraphic columns must include a sense of scale, such as a scale bar or latitude/longitude.

Helpful Hints

- Please generate or convert directly to the dpi resolution from native software programs, such as Photoshop (psd), Adobe Illustrator (ai), Coreldraw (cdr), Corel PhotoPaint (cpt).
- Do not simply resample/upsample an existing image file (.jpg or .tiff) from low resolution (e.g., 300 dpi) to higher resolution (e.g., 600 dpi) because this does not help improve the true quality or resolution of an image.
- On ScholarOne, large files may take several minutes to upload. Large figure files may not convert after upload—this is normal, and the final files will be transmitted to Production. If you have problems uploading your final files, please contact the Managing Editor at: paleobiology@cambridge.org

Table 1. Cambridge Production Requirements.

	Definition	Format	Requirements	Examples
Line Artwork	Black and white graphic with no shading. Can contain color.	.tif or .eps Color mode: black and white (also known as 1-bit). **Resolution: 1200 dpi.**	All lines should be at least 0.1 mm (0.3 pt) wide. Scanned line drawings should have a minimum resolution of 1200 dpi. Vector graphics containing fonts must have the fonts embedded in the files.	Line graphs Black and white drawings (stippling OK, no gray shading)
Combination Artwork (line/tone)	Halftone (see below) with line drawings, extensive lettering, shaded diagrams, etc.	.tif or .eps Color mode: grayscale (also known as 8-bit). **Resolution: 800 dpi**.		Photos or artwork with lettering or lines
Grayscale Halftone Artwork	Photographs or drawings with fine shading.	.tif Color mode: grayscale (also known as 8-bit). **Resolution: 600 dpi.**	If magnification is used in the photographs, indicate by using scale bars within the figures themselves.	Black and white photographs Shaded artwork
Color Halftone Artwork	Photographs or drawings with fine shading.	.tif Color mode: CMYK color. **Resolution: 600 dpi.**	If magnification is used in the photographs, indicate by using scale bars within the figures themselves.	Color photographs Shaded color artwork