Electronic Figure Guidelines
Paleobiology

Requirements at a Glance

Figures for Review

Figures that can be reviewed by potential peer reviewers

DPI Requirments:

No requirements, however, images should be peer reviewable.

Acceptable Formats:

Any (.jpeg, .tif, .eps, .pdf, etc.) as long as it appears in the review pdf.

File Size:

Must be less than 40 megapixels in order to fit in the PDF proof.

Figure File Names:

Include at least the figure number.

(ex: Figure_1.tif)

Figures for Publication

Final figure files that are ready for print and online publication

DPI Requirements:

When at column width:

Line artwork: 1200+

Grayscale: 600+

Combination: 800+

Acceptable Formats:

Any (.jpg, .tif, .eps,.pdf, etc.)

File Size:

Can be any file size and does not need to show up in the PDF proof.

Figure File Names:

Include figure number, and 1- or 2- column size.

(ex: Fig1_2col.tif)

Figure File Details

Figures for Review

- ***File Types.*** For review, figures may be submitted in any file type (.jpg, .tif, .eps, .pdf, etc.) as long as they show up in the review pdf. Entered captions will show up for all file types except for .pdf and .doc.
- ***Column Size.*** If submitting a pdf, please ensure it is at a 1- or 2-column size.
- ***PDF Proof.*** 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. After upload but before submitting the paper, you will be able to check the proof to ensure the figures have converted properly and are reviewable.

Figures for Production (Table 1)

- ***Final Files.*** If your manuscript has been accepted for publication, you will be asked to upload your final figures. It saves time to ensure the figures meet production requirements before acceptance. Figures after acceptance do not need to show up in the PDF proof.
- ***File Types.*** Figures may be submitted as any figure file type. Do not supply .doc figures.
- ***File Names.*** Please label production figures with 1- or 2-column (e.g., Figure1_1col.tif; Figure2_2col.eps) to indicate final size.
- ***DPI.*** To ensure that your figures are reproduced to the highest possible standards, Cambridge Journals requires the formats and resolutions listed in Table 1. For raster images, dpi requirements are 1200 for line artwork, 600 dpi for photographs or artistic drawings, and 800 for a combination of the two.
- ***Raster vs. Vector.*** Raster images (such as .tif, .png, .jpg, etc.) have exact dimensions based on the number of dots per inch, so they have dpi requirements. Vector images (such as .eps, .pdf, .ai, etc.) encode instructions for the computer to draw in detail at any size, so they have no dpi requirements. Please note that for raster images, dpi is affected by column width so dpi must meet production requirements when the figure is at the desired column width.
- ***Split Figures.*** Figures can be split into two or more separate files to publish on separate pages, such as splitting a large figure into two so that both halves publish at two column width. Each separated file of the figure must individually meet figure requirements.

Column Sizes

- 1 column= 9 cm wide, max 24 cm height.
- 2 columns= 18 cm wide, max 24 cm height.
- Landscape orientation acceptable (reverse the width/height above).

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

Photo Requirements

- ***Alterations.*** Photos must not be altered except for tone, contrast and the addition of labels or outlines of features.
- ***Lighting.*** Illuminate specimens obliquely from the upper left unless photographed in situ.
- ***Orientation.*** Orient speciments following standard practice for the taxonomic group.
- ***Key Features.*** Ensure key features are clearly visible.

Figure Labels, Text, and Scale

- ***Subfigures.*** Subfigure labels should be capital letters (A, B, C…), in the upper left or right corner of each image.
- ***Text Font and Size.*** 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 8 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).
    - During proof corrections, if the figure text is too small to read without zooming in, the proof will be halted and new figures will be requested.
- ***Scale Bars.*** 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. Scale bars should be of uniform thickness.
    - Maps and stratigraphic columns must include a sense of scale, such as a scale bar or latitude/longitude.
- ***Caption Descriptions.*** Explain the figure in the caption in telegraphic style, and all subfigures and abbreviations used in the figure must be explained in the caption.

Abbreviations used in multiple figures must be explained in each figure's caption or reference another caption where they are explained.

- The method used to generate the figure must be explained in the caption (equations, assumptions, cited in text, etc.).

Helpful Hints

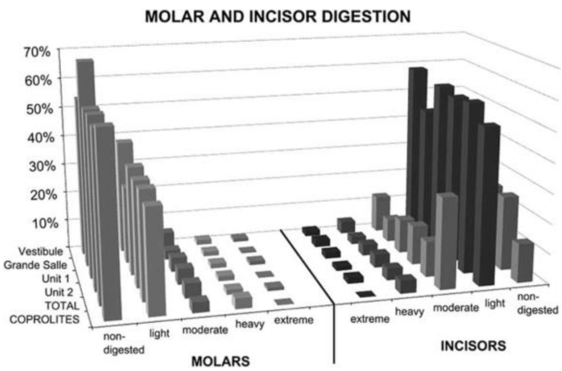
- Please generate or convert directly to the dpi resolution from native software programs, such as Photoshop (psd), Adobe Illustrator (ai), Coreldraw (cdr), Corel PhotoPaint (cpt).
- Do not simply resample/upsample an existing image file (.jpg, .tiff, etc) from low resolution (e.g., 300 dpi) to higher 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.

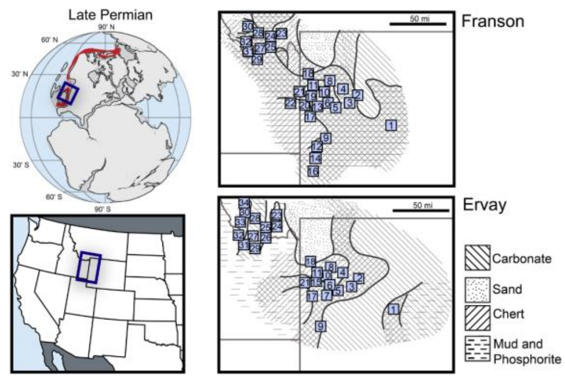
	Definition	Format	Requirements	Examples
Line Artwork	Black and white or colour graohics with no fine shading	Any format accepted (.eps, .tiff, .jepg, .png, .pdf) Colour mode: - Black and white (aka 1-bit) - CMYK colour Resolution: 1200dpi	All lines should be at least 0.11 mm (0.3 pt) wide. Vector graphics containing fonts must have fonts embedded in the files.	Line graphs. Black and white drawings (stippling OK, no detailed shading) Maps with blocks of color or shades of gray
Combination Artwork	Halftone (see below) with line drawings, extensive lettering, shaded diagrams etc.	Any format accepted (.eps, .tiff, .jepg, .png, .pdf) Colour mode: - Grayscale (aka 8-bit) - CMYK colour Resolution: 800dpi		Combination of photos or artistic artwork with extensive lettering or lines.
Halftone Artwork	Photographs or artistic drawings with fine shading.	Any format accepted (.eps, .tiff, .jepg, .png, .pdf) Colour mode: - Grayscale (aka 8-bit) - CMYK colour Resolution: 600dpi	If magnification is used in the photographs, inidcate by using scale bars within the figures themselves	Color or back and white photographs. Finely shaded artwork.

Examples

Line Artwork

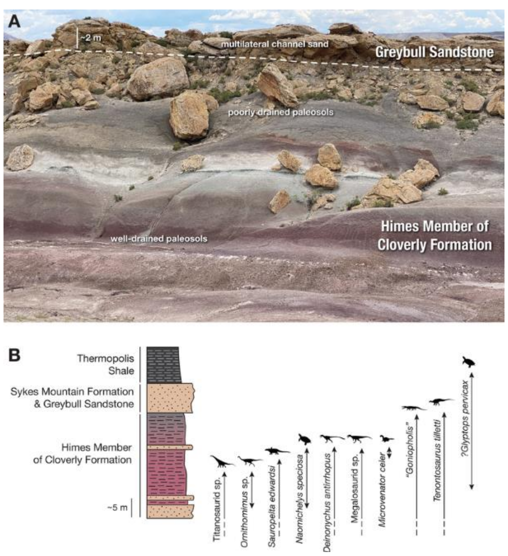


Block graph in shades of gray. Williams et al. 2018: Fig 4.

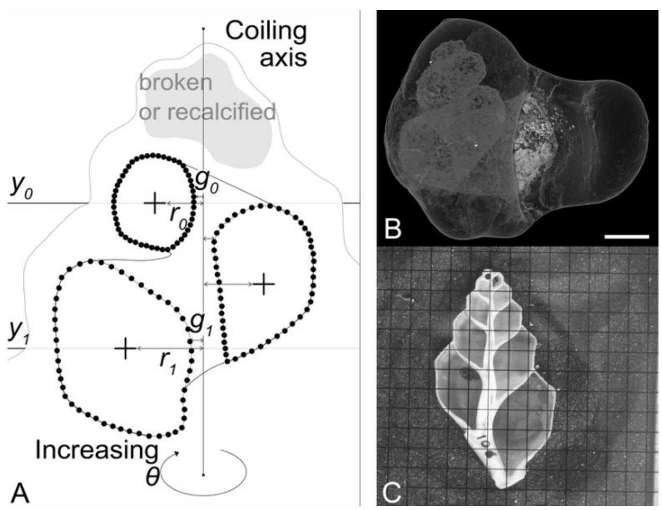


Color maps with stippling, no fine shading. Wistort and Ritterbush 2022: Fig. 1.

Combination Artwork

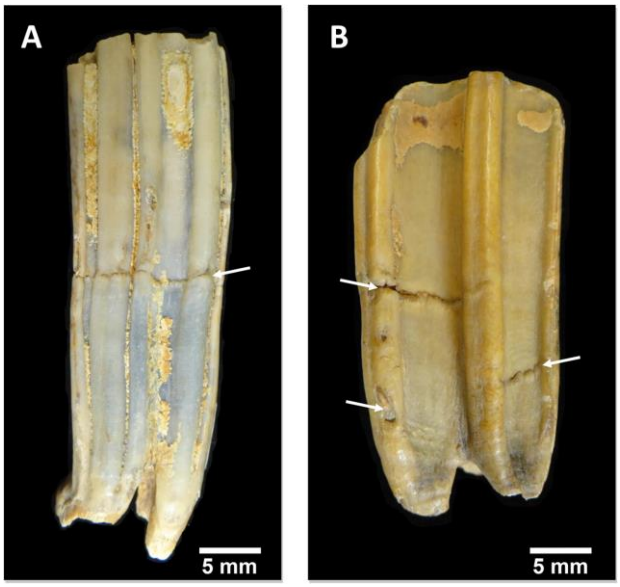


Field photo and stratigraphic column. Holland 2022: Fig. 13.

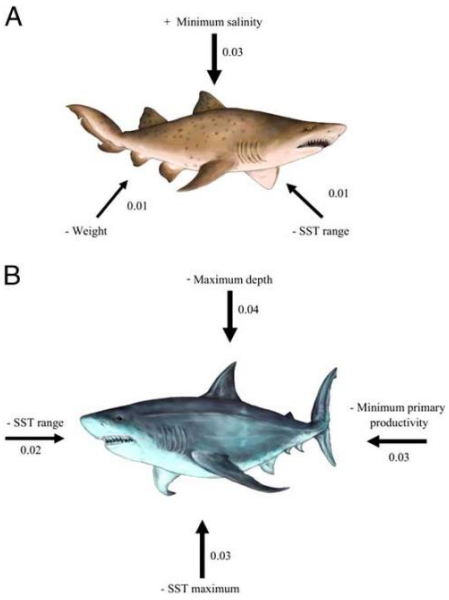


Line drawing and computer images. Collins et al. 2021: Fig. 3.

Halftone Artwork



Specimen photographs. Barrón-Ortiz et al., 2019: Fig. 4



Artistic drawings with fine shading. Villafaña and Rivadeneira 2018: Fig. 3.

Figure References

Barrón-Ortiz, C. I., C. N. Jass, R. Barrón-Corvera, J. Austen, and J. M. Theodor. 2019. Enamel hypoplasia and dental wear of North American late Pleistocene horses and bison: an assessment of nutritionally based extinction models. *Paleobiology* **45**:484–515.

Collins, K. S., R. Klapaukh, J. S. Crampton, M. F. Gazley, C. I. Schipper, A. Maksimenko, and B. R. Hines. 2021. Going round the twist—an empirical analysis of shell coiling in helicospiral gastropods. *Paleobiology* **47**:648–665.

Holland, S. 2022. The structure of the nonmarine fossil record: predictions from a coupled stratigraphic–paleoecological model of a coastal basin. *Paleobiology* **48**:372–396.

Villafaña, J. A., and M. M. Rivadeneira. 2018. The modulating role of traits on the biogeographic dynamics of chondrichthyans from the Neogene to the present. *Paleobiology* **44**:251–262.

Williams, J., P. Andrews, S. García-Morato, P. Villa, and Y. Fernández-Jalvo. 2018. Hyena as a predator of small mammals? Taphonomic analysis from the site of Bois Roche, France. *Paleobiology* **44**:511–529.

Wistort, Z. P., and K. A. Ritterbush. 2022. The effect of siliceous sponge deposition on Permian paleocommunity structure. *Paleobiology* **49**:99–119.

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