**JRRD Figure Checklist**

Use this checklist when preparing figures for submission to *JRRD*. Please check off the items as you complete them to ensure your images and artwork are suitable for print production.

Full *JRRD* Submission Guidelines are available on our Web site ([http://www.rehab.research.va.gov/jrrd/index.html](http://www.rehab.research.va.gov/jrrd/index.html)) and Manuscript Central under the Instructions and Forms tab ([http://mc.manuscriptcentral.com/jrrd](http://mc.manuscriptcentral.com/jrrd)).

**FIGURES**

- □ Submit digital images in .TIF or .JPG format that are at least 3.5 in. wide (8.9 cm) but no larger than 7.25 in. (18.4 cm) wide.
- □ Each figure must be submitted as a separate file after acceptance; files embedded into the text are required during the review process.
- □ Ensure that figures are saved at the correct resolution: ≥300 dpi.
- □ Create labels/symbols that are large enough to withstand reduction (i.e., at least 8 pt when reduced).
- □ Use the same size and style font within each figure. Figure fonts must be sans serif.
- □ Ensure that related figures are the same size for uniformity.
- □ Use lower-case letters to identify figure panels (i.e.,"(a),""(b)" ) in the upper left-hand corner of each image.

**PLEASE NOTE**—PowerPoint and CAD-CAM formats are unacceptable. Please consult the full guidelines for authors if you have questions about exporting or creating digital artwork.

**BAR AND LINE GRAPHS**

- □ Avoid hairline rules (all lines should be at least 1 pt thick and easily distinguishable when printed in black and white).
- □ Create two-dimensional bar graphs (not three-dimensional).
- □ Differentiate bars in the chart (e.g., use white, black, or diagonal fill).
- □ Use symbols that are easily distinguishable by shape (circle, square, triangle), color (white or black), and size.
- □ Place unit of measurement and appropriate axis titles along both the x- and y-axes.

**MRI PHOTOGRAPHS, X-RAYS, OR PHOTOMICROGRAPHS**

- □ Remove ANY marks or text that could identify a patient.
- □ Identify critical areas with arrows or labels on the figure.
- □ Ensure that arrows and labels are clear, sharp, and large enough to withstand reduction (i.e., at least 8 pt when reduced).
- □ Provide magnification and stain data in the legend for photomicrographs.

**PERMISSIONS AND RELEASES**

- □ Obtain permission for art reprinted from other sources and include a credit line in the legend.
- □ Obtain a signed Consent for Use of Picture and/or Voice from each person who can be identified in a photograph or illustration (form available from Manuscript Central under the Instructions and Forms tab).

**FIGURE LEGENDS**

- □ Include a concise legend for each figure telling what the figure represents and explaining any marks, arrows, error bars, etc.
- □ List figure legends on a separate page at the end of the manuscript.
- □ Resolve inconsistencies between figure legend and figure (e.g., figure is black and white and the word "red" is used in the legend).