

TECHNICAL GUIDELINES ON SUBMISSION OF FIGURES, TABLES ETC.

FIGURES

Figures may be submitted in any of the commonly used conventional electronic formats. Submitting hard-copy version of figures is not mandatory. If multi-colour reproduction is involved, our print process section may request for hard-copy version of colour figures later on at the proofing stage. Electronic version of multi-colour figures often exhibit minor contrast variations when printed out on different printers using different ink source. Hence the hard-copy print that the author supplies is meant to serve as a reference during the print process. As the figures in the print and electronic versions of the journal are to match exactly, the hard-copy of the figures supplied should be a direct printout from the electronic version submitted.

The electronic version of colour figures may be prepared and submitted in RGB (Red, Green, Blue) colourspace. RGB files would be used when the article is made available on the web and on CD-ROMs. However for the print process, RGB files will be converted to CMYK (Cyan, Magenta, Yellow, Black) colourspace. In this conversion very minor shade differences might occur for fluorescent colors. The author should check the results of such a conversion to make sure the figures exhibit the required contrast and definition. Adobe Photoshop is a good software for checking the RGB to CMYK conversion results.

We strongly recommend that figures to be printed in black & white be submitted in black & white and NOT IN COLOUR. When colour figures are converted to black & white or grayscale, colours that displayed a clear difference before conversion may end up looking very similar and indistinguishable after conversion. This is true both for line and photographic images. Results of such conversions should hence be checked prior to submission to make sure the figures exhibit the required contrast when printed in black & white.

Whenever possible, submit figures in the native (source) format in which they were originally prepared (figures set in ChemDraw, MS PowerPoint, MS Excel etc). Figures submitted as part of MS Word document (doc) files are also acceptable. However, whenever possible they should be inserted/imported into the document directly from their native format; that is, avoid copy-pasting through clipboard. Figures submitted in graphic formats such as gif, jpg, tiff. etc. (or imported into MS Word documents from graphic format files) result in substantially large PDF files that are unwieldy for web use. The process of “down-sampling” may then have to be applied in such cases to bring down the file size. The downside of the process is that it often degrades the quality of graphics. Figures in native formats (non-graphic vector) do not require file size reduction and down-sampling and hence lead to the best possible results.

We recommend submission of figures as separate (source) files in addition to the ones inserted/imported into the MS Word document of the article. This often turns out very helpful in meeting technical needs such as optimization of file size, quality etc. of the figures for web and print needs.

Avoid using the ‘gray scale mode’ for scanning black & white line-art, graphs etc. Instead, use the ‘black & white mode’. This is to avoid large file size, and also the light gray background tint that often shows up in line-art scanned in gray scale mode.

Alphabetic and numerical characters used in figures and schemes should be clear and legible. Their font size should be large enough to hold appropriate reduction in size of the entire figure if such resizing is expected at the prepress stage. The fonts should be of a minimum size of 10 points in cases where size reduction of figures is not required. The maximum width and height of a journal page are 15 cm and 20 cm, respectively. Figures exceeding these dimensions would surely require size reduction. The text matter in each page is laid out in a double-column format, and each column is of width 7.2 cm. Figures nearing this width might also be candidates for size reduction such as to fit within the column-width. In general, figures that can hold size reduction without compromising clarity of details might be considered for reduction in size at the prepress stage.

TABLES

Avoid submitting tables as scanned pictures/graphics (in graphic formats such as gif, jpg, tif. etc.). Instead, submit the tables in the native (source) format in which they were originally prepared (such as tables prepared in MS Word, MS Excel etc.). Tables submitted as part of MS Word document (doc) files are also acceptable as long as they are inserted/imported into the document directly from their native format. Tables submitted in graphic formats (or imported into MS Word documents from graphic format files) result in substantially large PDF files that are unwieldy for web use. “Down-sampling” may then have to be applied in such cases to bring down the file size, which sometimes leads to degradation of the quality. Tables in (non-graphic) native formats do not require file size reduction and down-sampling and hence lead to the best possible results.

INCLUSION OF WEB LINKS IN THE 'REFERENCES' SECTION

Due to the volatile nature of World Wide Web Links we discourage citation of Web links in the ‘REFERENCES’ section. Many of the web links have very short life span and often the case is that by when somebody reads the article and goes looking for the data at the web link destination, it would be non-existent, which defeats the purpose of giving the reference. Hence, please avoid citation of volatile Web links in the ‘REFERENCES’ section. Instead, try to include as much of the relevant information in the text of the article itself so that the reader may not be at a total loss if the web links disappear. If it is unavoidable, you may include the web links in the text of the article for additional support.