

Preparing Tables, Photos, and Figures for the *CURA Reporter*

We encourage authors who are writing a feature-length article for the *CURA Reporter* to use tables, photos, and figures (which may include maps, diagrams, charts, graphs, or other illustrations) that help readers to better understand the content of their article. If you have ideas for such items, please list or include them with your draft manuscript submission. This guide offers some basic information on the preparation of figures, tables, and photographs for inclusion in the *Reporter*.

General Guidelines

The *CURA Reporter* is a four-color publication and is printed using four-color process (CMYK) method.

We are rarely able to use figures or photographs (particularly low-resolution digital photos) in the original format supplied by authors. To allow sufficient lead time for CURA's graphic designers and photographers to work with your figures and photos to make them publication quality, please be prepared to supply in a timely manner the files or raw data for all figures, as well as the locations where photographs were originally taken. You may be asked to work directly with our staff to supply files or data in the necessary format, review redrawn figures, provide a contact person for photographs, identify locations for appropriate photographs, etc.

For *each* table, figure, or photograph you submit with your manuscript, please provide the following information:

- the source, including the appropriate credit/permissions line if the material is not the work of the author(s)
- a short caption (title) identifying the table, figure, or photo
- a legend describing or explaining elements of the table, figure, or photo (if necessary)

All figures and tables should be clearly labeled as such, and should be numbered consecutively throughout the text of your manuscript (i.e., Figure 1, Figure 2, Table 1, Table 2). *Explicit reference should be made in the text to all tables or figures that are so labeled.* Photographs should not be included as numbered figures unless they are treated as a figure for illustrative purposes and are explicitly referred to as such in the manuscript.

Authors are responsible for obtaining written permission to reproduce all figures or photographs that are not the original work of the author(s). Contact the CURA editor if you need assistance with the permissions process.

Specific Requirements

Maps. We have a cartographic designer on staff at CURA to create all map graphics for the *CURA Reporter*. We accept hand-drawn maps as well as maps created using cartographic software programs. We also have some base maps available that are frequently reused for our publications, including various maps of the state of Minnesota and the Twin Cities metro area. Nearly all maps submitted for publication will need to be recreated or revised to fit our house publication style. For the purpose of recreating map graphics that are publication quality, our staff will require native files from the software program originally used to generate the map.

Graphs. Our staff generally recreates graphs that are publication quality based on raw data contained in a spreadsheet or database. Ideally, such data should be saved in a Microsoft Excel file, but other spreadsheet or database software such as MS Access or SPSS can be accommodated. We can also work with raw data that is not in electronic form. If data are available in electronic form, please provide the electronic files when you submit your manuscript.

Photographs. To be reproducible, photographs must be high-quality digital photos, negatives, or glossy prints with good contrast and intensity. If you are unable to supply high-quality photographs, CURA's photographer will be assigned to take photos for your article as appropriate. If you submit scanned or digital photos, they should be saved as TIF files (ideally) or JPEG files and must be 300 dpi (dots per inch) or greater **real resolution**. Other photo formats such as PICT or GIF are not acceptable for publication because they are not high enough resolution for print applications. Please note that saving a GIF or PICT file as a JPEG or TIF, or saving a low-resolution photo at a "higher" resolution, **does not** overcome these problems.

Diagrams and Charts. Diagrams or charts created using a software program such as Adobe Illustrator or Macromedia Freehand are acceptable. They should be saved as either EPS or TIF files and any fonts used in their preparation should be supplied with the file. *DO NOT flatten images or convert fonts to outline before submitting the files.* High-quality hand-drawn diagrams or charts can often be electronically scanned, but may need to be touched up or redrawn by a graphic artist. If you have an idea for a diagram, chart, or other illustration, our graphic designers will be happy to work with you to create an appropriate illustration for your article.

Tables. All tables will be professionally typeset consistent with CURA house style for tables. Please take notice of the limitations imposed by the size and layout of the *CURA Reporter*; that is, large tables should be avoided. If many data are to be presented, an attempt should be made to divide them into two or more tables.

Submitting Figures, Tables, and Photographs

Please submit your files digitally either via email attachment or if the files are too large, through a file sharing platform, such as Google Drive or Dropbox. If you have any issues sending a file, please contact the editor of the Reporter to make alternate arrangements. **Please submit graphics files to the editor of the CURA Reporter, Jonathan Miller, jrmiller@umn.edu.** If you have any questions or concerns, please call Jonathan at 612-625-9040.