

Tables and Figures – Preparation – Acceptable formats

All tables and figures must be cited in the text and numbered consecutively within the text. Figure captions should be included. Each table and figure should have a concise descriptive caption. Figures should be submitted in black and white, preferably. Colour figures and photographs are acceptable only if colour is essential to the content. **See table below for guidance.** Prefer .wmf, .emf, .ps, .eps files for vector figures (scalable paths). Raster images such as photos, pictures, maps can be in .jpeg, .png, .tiff formats and should be 300 ppi (high resolution).

Format	Driver	Notes
JPEG	jpg	Joint Photographic Experts Group; can be used anywhere; doesn't resize, raster image
PNG	png	Portable Network Graphic; used for screens only; doesn't resize
TIFF	tif	Tagged Image File Format; can be used for print; raster image; doesn't resize
SVG	svg	Scalable Vector Graphic; easily resizable; can be used for vectors; web only
AI	.ai	Adobe Illustrator; easily resizable; can be used for vectors
EPS	.eps	Encapsulated Postscript; easily resizable; can be used for vectors
EMF	.emf	Enhanced Windows Metafile; best choice with Word; easily resizable; can be used for vectors
WMF	win.metafile	Windows Metafile Format only; best choice with Word; easily resizable; can be used for vectors
PDF	pdf	Portable Document File; best choice with pdflatex; easily resizable; can be used for vectors
PS	postscript	Best choice with latex and Open Office; easily resizable; can be used for vectors

Green highlight – raster format; blue highlight – vector format