

Frequently Asked Questions and Answers About IEEE Author-Supplied Graphics

How can I make sure the graphics I submit are high quality?

Format and save your graphic images using a suitable graphics processing program that will allow you to create the images as PostScript (PS), Encapsulated PostScript (EPS), or Tagged Image File Format (TIFF), size them, and adjust the resolution settings as described in the IEEE Guidelines for Author Supplied Electronic Text and Graphics at <http://www.ieee.org/web/publications/authors/transjnl/index.html>. If you created your graphics using the following software, you will be able to submit the original source files to IEEE without conversion: Word, PowerPoint, Excel, or Portable Document Format (PDF). Of course, placing poor quality images into any of these formats will result in poor quality graphics.

What graphics formats are not acceptable?

Files prepared as GIF, JPEG, BMP or any other file formats not listed as acceptable cannot be processed.

Can I take my graphics off of the Web?

No. To make sure that your graphics reproduce well, we cannot accept low-resolution graphics that are optimized for the Web.

What about color graphics?

IEEE accepts color graphics in the following formats: EPS, PS, TIFF, Word, PowerPoint, Excel, and PDF. The resolution of an RGB color TIFF file should be 400 dpi. When supplying color graphics, please supply a high quality hard copy or PDF proof of each image. If we cannot achieve a satisfactory color match using the electronic version of your files, we will scan your hard copy. Any of the files types you provide will be converted to RGB color EPS files.

Can my color graphics appear as color on-line but print in black and white?

Please check with your society representative or your society Web site to see if this is an option for the IEEE publication you are submitting for.

How do I supply on-line color files?

IEEE accepts color graphics in the following formats: EPS, PS, TIFF, Word, PowerPoint, Excel, and PDF. The resolution of a RGB color TIFF file should be 400 dpi. Your color graphic will be converted to a grayscale figure if no separate grayscale file is provided. If a graphic is to appear in print as black and white, it should be saved and submitted as a

black and white file. If a graphic is to appear in print or Web color, it should be submitted as RGB color.

What about image quality?

Image quality is very important to how your graphics will reproduce. Even though we can accept graphics in many formats, we cannot improve your graphics if the original is of poor quality. If your graphic looks low quality on your printer or monitor, it cannot be improved during the publication process.

What fonts should I use when creating my graphic files?

When preparing your graphics IEEE suggests that you use one of the following Open Type fonts: Times Roman, Helvetica, Helvetica Narrow, Courier, Symbol, Palatino, Avant Garde, Bookman, Zapf Chancery, Zapf Dingbats, and New Century Schoolbook. If you are supplying EPS, PS, or PDF files, please embed the fonts. Some fonts may be native only to your operating system; without the fonts embedded, parts of the graphic may be distorted or missing.

What type size should I use?

Please use consistent typefaces and type sizes in all your figures and tables. Please choose type sizes that will allow the type to be scaled to 8 points at final printed size.

How should I size my graphics?

Most charts, graphs, and tables are one column wide (3 1/2 inches or 21 picas) or two-column width (7-1/16 inches or 43 picas wide). We recommend that you avoid sizing figures to less than one column wide, as extreme enlargements may distort your images and result in poor reproduction. Please keep in mind that we can reduce the sizes of your figures but, in most cases, cannot increase them without impacting quality.

My graphics are very large; how can I reduce the size for submission?

You are able to use a variety of compression methods in order to save disk space or to fit a graphic on to a disk or add as an e-mail attachment; please use one of the following compression methods:

- 1) compress, 2) pkzip, 3) stuffit, or 4) gzip

How do I create a PDF file?

Please go to the Adobe website <http://www.adobe.com>. Here, you will find instructions on how to install a PostScript printer driver to create a PDF on any platform you are working on. You will need to download the software to install the PostScript drivers. You can do this at no cost.

Is there any way to check my graphics before submitting them?

The IEEE Graphics Checker Tool enables you to check graphic files before they are submitted. The tool will check journal article graphic files against a set of rules for compliance with IEEE requirements. These requirements are designed to ensure sufficient image quality. After receiving a graphic or a set of graphics, the tool will check the graphic(s) against a set of rules. A report will then be e-mailed, listing each graphic and whether it met or failed to meet the requirements. If the file fails, a description and explanation will be sent along with instructions on how to correct the problem. The IEEE Graphics Checker can be accessed at <http://graphicsqc.ieee.org/>

What if I am still have trouble creating graphics or have more questions?

For questions or more information contact the IEEE: Graphics H-E-L-P Desk at graphics@ieee.org A member of the Transactions/Journals graphics staff will contact you and may suggest you e-mail a test file.