

## **CIN Requirements for Electronic Art: MS Word documents and Screen Shots**

If you are submitting images (specifically, screen shots of Web pages or software applications, or photos) to *CIN* via the Editorial Manager Web site as part of the initial submission of a manuscript for peer review, we recommend that they be embedded in MS Word files. Even if you have the capability to meet print production requirements for images, Editorial Manager incorporates a low-resolution copy of image files into the review PDF document. These are often difficult for reviewers to evaluate unless they spend the time and bandwidth downloading the high-res copy.

If images are submitted as Word files and designated as part of the manuscript body (rather than as a Figure), the copy embedded in the review PDF will be clear and legible.

**However, once a manuscript is accepted for publication, source files for images are required.** The production team cannot extract embedded images for typesetting.

Editorial Manager will accept PowerPoint slides in native format (.ppt) so there is no need to convert them. Microsoft Visio charts can be submitted as Word documents and are suitable for use by the production team.

Photos saved as JPEGs or GIFs, screen shots, and downloads from the Internet (and intranets) are not acceptable as is. JPEGs and GIFs are compressed files, and the compression process alters image quality. Screenshots and images captured from the Internet will not render properly during the printing process; browsers invariably capture material at 72 or 96 dpi, which does not contain enough information for the printed page.

Print requirements for artwork, in brief, are as follows: image format .EPS or .TIF; image mode CMYK; and resolution 300 dpi or better. Line art (for example, drawings or illustrations) must be prepared at 1200 dpi.

If you have the capacity to produce files that meet these requirements, please do so. Save them for later upload; typically, when an “accept” decision notification is sent,

the editorial office will also request source files for images.

### **How to capture and convert a screen shot**

The *CIN* editorial office has developed a procedure for converting screen shots to a format acceptable for production purposes. This requires you to capture the screen shot exactly as follows.

1. Set your monitor to its highest resolution (in Windows, open the Startup Menu/Settings/Control Panel/Display icon/Settings tab) by choosing the highest-bit color setting (24-bit or 32-bit is best) or resolution available. Save the changes.
2. Take the screen shot.
3. Open an image editing program capable of saving images as .TIFF (.TIF on the PC) files – ideally, Adobe Photoshop, or Photoshop Elements. A program such as MS Paint is capable of saving TIF images also.
4. Paste the image, and select “save as” from the File menu. Below the window where the file name appears there should be an option to select a file format (in later versions of Paint you may need to dig a little deeper to bring up a full list of format choices). Choose .TIFF or .TIF and save the file with a descriptive name.
5. Follow steps 1 through 4 for all screen shots.
6. If you have access to Adobe Photoshop, you can either set the image resolution to 300 dpi when you create a new document, **OR** open an existing file and set the resolution at 300 dpi (click on the **Image** menu, select **Image Size**, and set the **Resolution** to 300 pixels/inch), and re-save the file as a .TIF. You may also want to click on the **Image** menu, select **Mode**, and change the image to CMYK before saving; the Editorial Manager Artwork Quality Check will fail RGB images on submission.

**Artwork should be saved as the actual size** (or slightly larger) than it will appear in the journal; 4x6 is generally the maximum image size.

If you are able to finalize the image files in the proper format, you can submit them to the Editorial Manager Web site with your manuscript. **Please do not embed them in Word files at this stage.**

Choose item type “figure” from the drop-down menu on the “Attach Files” page, and upload the TIF version. They will be processed through Editorial Manager’s artwork quality check. If you receive a notification that the files have failed the check, please let the editorial office know. We can convert image files to the correct format.

Files will be sent directly to production from Editorial Manager; please do not send them to the editorial office.

**Be sure to include a page listing Figure captions in the manuscript.**

Please note that if the image contains a lot of text, it may not be readable, no matter how the file is tweaked.

7. If you cannot save the image file in the required resolution and mode, please notify the CIN editorial office by separate e-mail at [edit@medesk.com](mailto:edit@medesk.com) that the electronic art will need to be converted for use by the publisher when you upload the final version of the manuscript. Please be sure to upload .TIF images.

**PLEASE NOTE:**

The editorial office will do everything in its power to facilitate publication of electronic art, but is not capable of converting images whose original quality is poor.

Please contact the editorial office at [edit@medesk.com](mailto:edit@medesk.com) with questions.