FORMATTING NON-TEXT ELEMENTS

DEFINITIONS:

- The phrase *text body* refers to the written content of the manuscript.
- The phrase *visual element* refers to elements such as tables, graphs, or charts within the text body.
- The abbreviation *PDF* stands for *Portable Document Format* and refers to files saved in Adobe Acrobat[®].
- The abbreviation *TIFF* stands for *Tagged Image File Format* and refers to variable-resolution image files saved in programs such as Photoshop[®] or other image software.
- The abbreviation ".Docx" denotes a file was saved in Microsoft Word®.
- The abbreviation ".Doc" denotes a file was saved in Microsoft Word[®], Versions 1997-2007.

INSTRUCTIONS:

- 1. Copy and paste each visual element into a separate Microsoft Word[®] document.
- 2. Save each separate visual element as **.doc** with a clear title (e.g., Table 1, Figure 1, or Image 1).
- 3. Save each separate visual element as **.pdf** with a clear title (e.g., Table 1, Figure 1, or Image 1).
- 4. Delete each visual element within the text body.
- Indicate where to place each visual element by inserting a **bold** and ALL CAPS note such as **<INSERT TABLE 1 HERE>** in the text body.
- 6. Include the pdf and .doc files of all visual elements with your submission to jsrsubmissions@uwstout.edu.

INSTRUCTIONS FOR PICTURES:

- Copy and paste each picture into a separate Photoshop[®] or Illustrator[®] document.
- 2. Save each separate picture as a high-resolution .tiff with a clear title (e.g., Image 1).
- 3. Delete each picture within the text body.
- 4. Indicate where to place each picture by inserting a **bold** and ALL CAPS note such as **<INSERT IMAGE 1 HERE>** in the text body.
- 5. Include the .tiff files of all pictures with your submission to jsrsubmissions@uwstout.edu.