

jur Graphics Submission Guidelines

Because *jur* incorporates graphics in all published articles, it is essential that all articles be submitted with visual components properly:

- 1.) All articles must be submitted with graphics, either original or duplicated with proper references and credits.
- 2.) When submitting articles with graphics, original graphics files must be included as separate files (i.e. don't just submit a Word document with embedded images). If the source of the graphic is original (ex. a Excel graph), include the original source file and/or data (ex. the Excel file).
- 3.) All bitmap images (digital photos, scanned images, anything editable in Photoshop) must be submitted as 300+ dpi TIFF files. PLEASE DO NOT submit jpeg (.jpg) files. Scanned images should be scanned and optimized as 300 dpi TIFF images. For assistance scanning pictures, visit the Ed Tech Center, located at the back of the Multimedia Center in Rush Rhees Library.
- 4.) Include captions for all graphics. These may be listed in a text file corresponding captions with graphics file names.
- 5.) If graphics are needed (diagrams, illustrations) please inform *jur* when submitting. The *jur* staff may have suggestions for finding appropriate graphics for your submission or may be able to develop specific diagrams or charts.
- 6.) Reference all graphics.
- 7.) Refer to previous issues of *jur* for examples of suitable graphics.

Please email journal@mail.rochester.edu with any questions.

Thank you,

jur Graphics and Layout Staff