

# TIPS FOR UPLOADING FILE AND IMAGES ON SCHOLARONE MANUSCRIPTS™

## TIPS FOR UPLOADING FILES AND IMAGES ON SCHOLARONE

This document is a guide to file formats and types of images that can be uploaded during the submission process.

*Disclaimer:* This document is intended to offer general guidelines for ScholarOne Manuscripts. Please refer to the journal's Author Instructions for specific guidelines.

### DOCUMENT FILE FORMATS

Preferred Formats – These file types convert to HTML and PDF

**\*ENCRYPTED OR PASSWORD PROTECTED FILES WILL NOT CONVERT\***

Type / Format Name	Tips / Guidelines
Microsoft Word (.DOC)	<ul style="list-style-type: none"> <li>If using Microsoft Word 7.0, we recommend saving your file as a .DOC prior to upload</li> <li>Times New Roman font converts best for readability</li> <li>Use English Equation Editor when you have equations in your document. Other versions (e.g., French will not convert properly</li> <li>You can do File/Web Page Preview in MS Word to see how your .DOC file will convert to HTML</li> <li><b>NOTE:</b> If you must use unique fonts, embed them in the .DOC or .PS file (you cannot embed fonts in an .RTF file). The PDF will include the embedded fonts and look fine, but the HTML may not display properly to someone who does not already have the unique fonts you used in your document.</li> </ul>
Rich Text Format (.RTF)	
Post Script (.PS)	
TeX/LaTex	<ul style="list-style-type: none"> <li>Can be uploaded if journal site is configured to accept TeX/ LaTeX files.</li> <li><b>Converts to PDF format only</b></li> </ul>

### OTHER FORMATS – THESE FILE TYPES CAN BE UPLOADED BUT MIGHT NOT CONVERT TO HTML OR PDF

Type / Format Name	Tips / Guidelines
Word Perfect (.WPD)	<ul style="list-style-type: none"> <li>Word Perfect files must use Times New Roman Symbol Fonts for Greek characters and symbols</li> <li>We recommended you convert your Word Perfect file to a .DOC file before uploading</li> </ul>
Star Office Writer (.SXG)	<ul style="list-style-type: none"> <li>Star Office uses .XML file formats that must be converted to .DOC or .RTF if your documentation is to convert properly</li> <li>Use Times New Roman font</li> <li><b>Native .SXG files do not convert to HTML or PDF</b></li> </ul>
Open Office (.SXW)	<ul style="list-style-type: none"> <li>Use Times New Roman font</li> <li>Must be converted to a .DOC file before upload</li> <li><b>Native .SXW files do not convert to HTML or PDF</b></li> </ul>
Excel (.XLS)	<ul style="list-style-type: none"> <li>Upload one sheet at a time from an Excel file – not the entire workbook</li> <li>We do not accept .XLW files which have layers of spreadsheets embedded within them</li> <li>It is best to convert a graph or chart to a <b>.TIF image</b> for before upload. You will need to open a <b>graphics program</b>, copy and paste, and then save the image as a .TIF file. Upload the .TIF files instead of the original chart files</li> </ul>
Power Point (.PPT)	<ul style="list-style-type: none"> <li>You should convert charts and graphs created in PowerPoint to .TIF files for best resolution. You will need to open a graphics program, copy and paste each chart and graph, and save each as a .TIF file</li> <li>Layered presentations cannot convert unless each page is saved as an image</li> </ul>
Microsoft 2003 Chart Creator	<ul style="list-style-type: none"> <li>Copy each chart into a graphics program. Save each copy as a .TIF file: layered presentations cannot convert unless each page is save as an image</li> <li>Upload the .TIF file(s) instead of the original chart file(s)</li> </ul>
Adobe Acrobat (.PDF)	<ul style="list-style-type: none"> <li>ScholarOne Manuscripts currently accepts PDF versions up to 1.5 for submission</li> <li>Adobe Acrobat 7.0 corresponds to PDF version 1.5</li> <li>Adobe Acrobat 9.0 files are created in version 1.7. These must be saved to version 1.5 prior to upload</li> <li>Mac OSX 10.4.11 Quartz creates version 1.3 files so these will convert fine</li> </ul>



IMAGE FILE FORMATS		
Type / Format Name	Tips / Guidelines	
Tagged Image File Format (.TIF)	<ul style="list-style-type: none"> <li>Virtually all artwork/image creation software is capable of saving files as .TIF.</li> <li>This option is usually found under the 'Save As' or 'Export' commands in the 'File' menu</li> <li>.TIF and .EPS files (see next file format) are the preferred file formats for all uploaded images; at this time, we cannot accept Microsoft Imaging .TIFs</li> <li>Do not upload .TIF or .EPS files containing a thumbnail preview</li> </ul>	
Encapsulated PostScript (.EPS)	<ul style="list-style-type: none"> <li>.EPS is the preferred format for electronic line art and combination art</li> <li>This option can normally be found under the 'Save As...' or 'Export...' commands in the 'File' menu</li> <li>Always include/embed every font</li> <li>.EPS and .TIF files (see previous file format) are the preferred file formats for all uploaded images</li> <li>Do not upload .TIF or .EPS files containing a thumbnail preview</li> </ul>	
Photoshop File (.PSD)	<ul style="list-style-type: none"> <li>Must be a straight Bitmap file or flattened to convert in Manuscript Central</li> <li>If you have been instructed to use .PSD in layers for production, the system will not convert them, but you can submit the files in Manuscript Central</li> </ul>	
Joint Photographic Experts Group (.JPG) Bitmap (.BMP)	<ul style="list-style-type: none"> <li>Will upload but is not considered acceptable for most production processes if your manuscript is accepted for publication</li> <li>A Bitmap defines a display space and the color for each pixel or "bit" in the display space</li> <li>Will upload but is not considered acceptable for most production processes if your manuscript is accepted for publication Graphics Interchange Format (.GIF)</li> <li>Will upload but is considered a low-resolution file. It is acceptable for most production processes if your manuscript is accepted for publication</li> </ul>	
Adobe Illustrator (.AI)	<ul style="list-style-type: none"> <li>Use Create Outlines Tool if you use text in your diagram</li> </ul>	
Type	Definition	Tips / Guidelines
Line Art	<ul style="list-style-type: none"> <li>An artwork type commonly used for graphs and charts containing scientific data</li> </ul>	<ul style="list-style-type: none"> <li>Preferred format is .TIF. Save with a minimum resolution of 600 dpi or 1200 dpi (see journal specific guidelines)</li> </ul>
Gray Scale images	<ul style="list-style-type: none"> <li>Images that are all gray scale and have no line art</li> </ul>	<ul style="list-style-type: none"> <li>Format may be .TIF or .EPS with a minimum resolution of 300 dpi</li> </ul>
Color halftone	<ul style="list-style-type: none"> <li>Color photographs</li> </ul>	<ul style="list-style-type: none"> <li>Format may be .TIF or .EPS with a minimum resolution of 300 dpi</li> </ul>
Combination artwork	<ul style="list-style-type: none"> <li>Artwork containing halftone and line art elements</li> </ul>	<ul style="list-style-type: none"> <li>Combined figures of electronic line art and electronic grayscale images – preferred format is .EPS</li> </ul>
<p><i>NOTE: .TIF and .EPS files may be saved and submitted in either RGB or CMYK color mode – refer to journal-specific guidelines on which color mode you should use. Also, standard minimum resolution of each file type is described for each figure type, but journal-specific guidelines should be used for determining the acceptable resolution for production and publication in that journal.</i></p>		
Type / Format	Definition	
Pixels	<ul style="list-style-type: none"> <li>Pixels per inch (ppi) is a measure of the sharpness (that is, the density of illuminated points) on a display</li> </ul>	
DPI	<ul style="list-style-type: none"> <li>Dots per inch – measurement of an image</li> </ul>	
RGB	<ul style="list-style-type: none"> <li>Red Blue Green – color space used for image display</li> </ul>	
CMYK	<ul style="list-style-type: none"> <li>Cyan Magenta Yellow Black – color space for printed images</li> </ul>	

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