

Figure mark-up for copy-editors

You will receive the figures as pdf files that can be printed out and marked up by hand. You can scan them and return them as an email attachment or fax them to us (0117 414 7887). If you have access to a colour scanner this does generally give better resolution to the marked-up figures. Sometimes figures are supplied as Word documents (e.g. flow charts), in which case you can edit the file directly on-screen.

If you do not have access to a scanner, on-screen mark-up of PDFs can be used. However, we generally find manual mark-up more useful in passing on changes to the typesetters. If you do use on-screen mark-up, please make your changes as clear and thorough as possible.

We generally scan the copy-edited figures again (as there are usually a few further changes) and send them to the typesetters. After two passes through a scanner or fax machine, the clarity can fall considerably, making it difficult for the typesetters to implement the changes correctly. For this reason, we need to make the mark-up as neat, clear and easy to follow as possible.

Please use proofreading marks with clear marginal indicators, each separated by a slash, as this will avoid the typesetters missing an instruction. Marginal marks should be in the left and right margins where possible; only use the top and bottom margins if there are a lot of amendments. It is sometimes helpful to write out axis labels completely in a circle nearby for clarity, if there are a number of changes to be made.

Please use the up-to-date notation: BS 5261 C:2005, available as a card from the SfEP, in the book *Units, symbols, and abbreviations: a guide for authors and editors in medicine and related sciences*, DN Baron and H McKenzie Clarke, 6th Ed, Royal Society of Medicine Press; alternatively, the majority of symbols can also be found online, although please check that these are up-to-date.

The typesetters do not run any automated processes on the figures, so you need to indicate *p* in italics, *n* in italics, mark multiplication signs, put commas in numbers >9999, etc.

1. If possible, print out figures at a size that allows plenty of room for marginal mark-up

2. On each first page, write the first author's name and the paper number in the top right-hand corner in a box. Add Fig. 1, etc. in a circle on each page as appropriate.
3. Add global instructions as necessary, e.g.:
 - Figure part labels in bold
 - Axis labels not in bold
 - Make font consistent (the font should normally be sans serif, Helvetica or Arial, but we would not ask for this to be changed if the font is consistent)
 - Make font size consistent
 - Reduce weight of axis lines to 0.75 pt
4. All figure parts should have a letter label, in bold, in line with the y-axis label.
5. Each separate figure part should have a label—you may need to re-label a figure with 'multipart' panels (e.g. a→a,b; b→c). The exceptions, which can be left as one figure part, are: gel plus associated bar chart; micrograph plus associated quantification; related micrographs; small inset AUC graphs. You will need to amend the figure legend accordingly, and then notify the authors and ask them to update the figure citations.
6. Add commas for numbers $\geq 10,000$, e.g. 1005; 31,354.
7. Indicate prime signs and multiplication signs if they do not appear to be correct.
8. If you are inserting a Greek letter (e.g. μ to μ) please indicate this as 'Gk mu' etc. in a circle nearby.
9. Where marking up for italics, upper case etc. it is often clearer to circle the letters to be changed and give the instructions in the margin; remember to add the slanting lines at each end of the underline for italics (see the sample marked-up figures).
10. Watch-out for non-SI units. Plasma glucose or plasma insulin and units derived from them are the usual suspects. If non-SI units are used, please ask for a replacement figure on the author query sheet. Details of the correct units as well as conversion factors can be found on www.amamanualofstyle.com/page/si-conversion-calculator
11. Delete all keys/legends and statistical data and incorporate into the legend, unless the keys are too complex to describe (generally we would retain keys where there are 5 or more different groups or variables, or where the colours used would be difficult to describe); p and r^2 values can also be retained in a correlation plot provided there is space for them within the axis.
12. Statistical significance is usually shown by superscript symbols. Amend the symbols on the figures and in the legends as necessary.
 - Symbols are used in the order: * † ‡ § ¶, with different symbols used for different comparisons.

- Reserve *, ** and *** for $p < 0.05$, $p < 0.01$ and $p < 0.001$, respectively.
- The hash symbol (#) and dollar sign are not accepted.
- Asterisks do not need to be in superscript in the legend, although other symbols should be.
- Use double or triple symbols to show a second significance level for comparison of the same variables (e.g. * $p < 0.05$ for plasma glucose vs time; † $p < 0.05$, †† $p < 0.001$ for plasma insulin vs time; ‡ $p = 0.06$, ‡‡ $p = 0.03$ for plasma cortisol vs time).