

Diabetologia

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 fax them to us (0117 959 5352), or scan them and return them as an email attachment. Sometimes figures are supplied as Word documents (e.g. flow charts), in which case you can edit the file directly on-screen.

We fax the copy-edited figures to the typesetters. After two passes through a fax machine, the clarity of the mark-ups can fall greatly, 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, bearing in mind that the typesetters will see the mark-ups in black and white.

You can use either proofreading marks or copy-editing marks, or a mixture of both if this makes the changes clearer. When you use proofreading marks, please separate the marginal marks with a slash (indicating end of change) and use the up-to-date notation (BS 5261 C:2005). It is often helpful to write-out axes labels completely in a circle nearby for clarity.

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 >999, mark en-dashes, etc.

1. On each first page, write the first author's name and the paper number in the bottom left-hand corner in a box. Repeat the paper number on each page. Add Fig. 1, etc., in a circle on each page as appropriate.
2. Global instructions:
 - All axes labels not in bold
 - Ask for font to be made consistent (Times New Roman) if necessary
 - Ask for font sizes to be made consistent if necessary
3. All figure parts should have a letter label, in bold, in alignment with the y-axis. You may need to add extra panel lettering if not all panels have an individual letter (but keep blots together with their graphs as one panel). In this case you will need to update the figure legends and citations in the text.
4. Add commas for numbers ≥ 1000 , e.g. 1,005; 31,354

5. Indicate if hyphens should be minus signs; indicate prime signs and multiplication signs.
6. 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.
7. Delete all keys/legends and statistical data and incorporate into the legend.
8. Statistical significance is usually shown by superscript symbols. However, superscript letters are also acceptable, and sometimes useful if there are many different levels of significance given in a set of figures.
 - Symbols are used in the order: *†‡ § ¶.
 - Reserve *, ** and *** for $p < 0.05$, $p < 0.01$ and $p < 0.001$, respectively.
 - The hash symbol (#) and dollar sign are not accepted.
 - 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). Use different symbols for different comparisons.

ESM figures

We send the typesetters pdfs of ESM figures, so the typesetters cannot make any editorial changes. Unless the figure is incomplete or inaccurate then we accept the figures as they are supplied. If the figures needs more than cosmetic changes, then you will need to ask for new figures on the author query sheet.