

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 top right-hand corner in a box. Add Fig. 1, etc., in a circle on each page as appropriate.
2. Add global instructions as necessary, e.g.:
 - Axes labels not in bold
 - Make font consistent (Times New Roman)
 - Make font size consistent
3. All figure parts should have a letter label, in bold, in a line with the *y*-axis.
4. Each separate figure part should have a label – you may need to re-label 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; and small inset AUC graphs. You will need to amend the figure legend accordingly, and then notify the author and ask him to update the figure citations.
5. Add commas for numbers ≥ 1000 , e.g. 1,005; 31,354

6. Indicate if hyphens should be minus signs; indicate prime signs and multiplication signs.
7. 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.
8. Delete all keys/legends and statistical data and incorporate into the legend, unless the keys are too complex to describe.
9. Statistical significance is usually shown by superscript symbols. However, superscript letters are also acceptable. Amend the symbols on the figures and in the legends as necessary.
 - 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).