

## **Annual Report Guidelines February 2009**

1. Use Word.docs for all text. Tables are fine in Word.docs or in Excel.
2. Provide a title for the article, your name, and your position.
3. Use parentheses for figure references and abbreviate the reference (e.g., “Fig. 1”) in the text.
4. Do not imbed images. Provide them separately with the appropriate figure number (see #3).
5. All images should be 300 ppi at approximately 4 inches by 6 inches (or 10 cm by 15 cm or 1200 pixels by 1800 pixels). Acceptable formats: Photoshop, TIFF, or high quality JPEG. Do not send PDFs.
6. Provide a separate list of captions in a Word.doc. Captions should be brief and include a credit for the image in parentheses.
7. No footnotes in either the main text or in captions. If reference to a source is necessary, place it in the text.
8. If needed for clarity in captions, use the terms *top*, *bottom*, *left*, *right*, *above*, *below*, *left to right*, or *clockwise from left*.
9. Please use American English spellings (e.g, “color” not “colour,” “meter “ not “metre”).
10. Please be consistent in the use of decimal places (e.g., “2.1 and 3.0” not “2.1 and 3”).