



## *Cartography and Geographic Information Science*

### Guide to Preparing Graphics

#### **Once your manuscript has been accepted for publication:**

All graphics (maps, graphs, and photographs) should be submitted digitally in either **TIFF** (Tagged-Image File Format) or **EPS** (Encapsulated Postscript) with a tiff preview. Graphics can be exported and saved in these formats with applications such as Adobe Illustrator, Adobe Photoshop, Macromedia FreeHand, and CorelDraw. When exporting to EPS or TIFF, all fonts *should* be embedded. Graphic formats such as GIF, JPEG, PDF, and images produced in PowerPoint or imported into a Word document are *not* acceptable for high-quality printing.

Your digital graphic files should be sent directly to the website of the Cartographic Editor at <http://cartedit.ggy.uga.edu>. Please use the upload button for *CaGIS*. The files can be in either EPS, TIF, or ZIP format. Once the files have been received you will receive a confirmation that they were successfully uploaded. You should also send an email to the editor at [cartedit@uga.edu](mailto:cartedit@uga.edu) and indicate that you have uploaded the files. Please, do not attach your graphics files to the email. If author-supplied files are found to be unusable, you will receive email correspondence indicating the problem.

#### **A. Layout**

A full-page graphic must not exceed 16.5 by 22.9 cm (6.5 by 9.0-inch page) and 8.5 cm (3.25-inches) for a single-column (*including* space for the figure caption which will be typeset by the printer). Please plan for possible reductions of type and symbols.

Note: Basic map design principles can be found in the following textbooks:

Dent, Borden D. *Cartography—Thematic Map Design*, Fifth Edition. WCB/McGraw-Hill, 1999. ISBN 0-697-38495-0

Robinson, A. H., J. L. Morrison, P. C. Muehrcke, A. J. Kimerling and S. C. Guptill.

*Elements of Cartography*, Sixth Edition. John Wiley and Sons, 1995. ISBN 0-471-55579-7

Slocum, Terry A, R. McMaster, F. Kessler, and H. Howard. *Thematic Cartography and Visualization*. Prentice Hall, 2005. ISBN 0-13-035123-7

#### **B. Lettering**

1. All type should be from common type families (examples: Helvetica, Arial, New Century Schoolbook, Zurich [Zurich is the font used for figure captions, so if possible, it may also be used in figure legends, to achieve uniformity]). If an unique type font is critical to the theme of the map, such as helping to engender the feelings of an historical era, then a copy of the postscript font should be included on the diskette or CD containing the final figures, and its presence noted.
2. Type must be sufficiently large to be easily read at final print size; no type smaller than 6 point and not larger than 11 point.
3. Appropriate cartographic lettering placement should be observed.
4. Type placed on screen tints or area patterns must be clearly readable. White type can be used over dark screen tints, and area patterns can be screened back to prevent interference with type.
5. Generally, map titles will be incorporated into the figure caption and will appear outside and below the figure. Figure captions should not be a part of the graphic. All captions for figures and tables will be typeset, and should be included on the last page of the manuscript
6. The International System of Units (metric) should be used; other units may be noted in parentheses.

### C. Screen Tints and Area Patterns

1. Screen tints and area pattern fills should reflect the importance of graphic elements through visual hierarchy (i.e., more important elements appear more prominently than less important elements).
2. To insure distinction between screen tints (particularly on choropleth maps), the following percentages are suggested:

2 tints: 30%, 50%

3 tints: 10%, 25%, 50%

4 tints: 10%, 20%, 50%, 80%

5 tints: 10%, 20%, 40%, 60%, 100%

6 tints: 10%, 15%, 25%, 40%, 60%, 100%

Typically, graphics should not have more than 6 tints.

3. Graphic files should be submitted at least 300 dpi for color, 600 dpi for halftone photographs and images with screen tints.
4. Authors wishing to include color illustrations are expected to provide this information to the Cartographic Editor.
5. Color images need to be submitted in CMYK format.

### D. Final step before sending the files:

Print your files to a laser printer. This step should be used for final editing of the graphics before submission. You can use the printed version to verify that you have the correct image size, font and font size, and screen tints. If there are obvious problems, please repair them before submission.

### E. Final submission of electronic copy should include:

1. Figures may be uploaded to the website <http://cartedit.ggy.uga.edu> under the *CaGIS* button.
2. Please use the following naming convention for all files: Last name of lead author followed by the figure number without spaces or underscores followed by the file extension. For example:  
SmithFigure1.eps  
SmithFigure2.tif  
SmithFigure3.zip
3. List of figure captions and sources typed double-spaced should be included in a Word file.

**Please contact the Cartographic Editor with questions about file formats, production alternatives, and design problems.**

Dr. Thomas W. Hodler, Cartography Editor  
*CARTOGRAPHY AND GEOGRAPHIC INFORMATION  
SCIENCE*  
Department of Geography  
University of Georgia  
Athens, GA 30602-2502

E-mail: [cartedit@uga.edu](mailto:cartedit@uga.edu)  
Voice: (706) 542-6913  
FAX: (706) 542-2388

