DE GRUYTER

Guidelines for figures and tables

In order to help reduce the impact of changes made at a later stage, we have developed some guidelines for the creation of figures and tables. Please read the following instructions carefully. If you have further questions do not hesitate to contact us.

General information

- Please **distinguish** figures from tables. All the information that you wish to present in rows and columns will be considered as tables.
- All figures should be created in relation to the **content**, please delete any figures that have been included for cosmetic or decorative purposes.
- Pay attention to the spelling of scientific expressions in tables and figures: they should be **consistent** with those in the text. Please keep an eye on the correct hyphenation.
- Never forget to **add a reference** to figures and tables within the text. For example, “see Fig. 1.3” or “see Tab. 2.5”. The reference must be specific. Don’t use phrases like “see Fig. below”, etc.
- Remember to **enumerate all figures and tables** clearly and to provide a caption for each. In case of a large number of figures and tables the enumeration should start again with each chapter: Chapter 1: Fig. 1.1, Fig. 1.2 … Chapter 2: Fig. 2.1, Fig. 2.2 … Tables and figures must be enumerated separately: Fig. 1.1, Tab. 1.1 …
- In case of a large number of figures and/or tables it is useful to create a List of Figures and/or List of Tables.
- Make sure that you have the **copyright permission** to use the figure or table in case you do not own the rights yourself. Please contact us for a copyright permissions clearance form if needed. Do not forget to mention the copyright owner in the caption.

Examples

Fig. 1.1 Levels of Corporate Culture (Schein, E., Organizational Culture and Leadership, 1985).
Tab. 1.1 Conditions for additive and interaction effects of norms and interests (compiled by author).

Delivery

In general, De Gruyter prefers a **clear and uncomplicated style in its publications**. Please do not use 3-D illustrations, complex colour compositions, cliparts or icons. They may have to be removed before or during the production process.

If your manuscript contains more than ten figures please send us some examples in advance so we can check them. When you submit your manuscript please send all figures in **separate files**.

Creation of tables

Please create tables in **Word** (not in Excel). When you deliver your manuscript make sure that no table is missing and (in contrast to figures) do not send any tables separately. Furthermore, a caption must be placed **above** every table (see "General information"). The example below shows a table in the De Gruyter house style:

– Only use horizontal lines and place the tables left justified on the page.
– Do not use underlining: If you want to stress a certain part, number or word please use either **bold** or *italic*.
– Tables submitted in a different style will be adapted to our house style in the typesetting process.

Example

Table 1: Matyiku's distribution of subjects in TEs and NI constructions.

	Subject	Existential	NAI construction
Uniform distribution	Jamie (*proper names*)	×	×
	he (*pronouns*)	×	×
	the NP	×	×
	their NP	×	×

Creation of figures

To create figures please use vector-based programs like Adobe Illustrator (.eps), Inkscape (.eps) or PowerPoint (.ppt or .pptx). Graphics should be created in Excel (.xls or .xlsx) or in the Word manuscript file. **Please do not send created figures saved in closed pixel-formats (.png; .jpg; .tiff etc,). Of course photographs and screenshots can be send in pixel-based formats.**

– Every figure must have a caption that is to be placed **below** the figure.
– We generally print in black and white. If figures are delivered in colour please note that complex graphics with more than four different grey shades can become difficult to distinguish for the reader. If possible, please submit your figures in b/w or grey shades.
– Graphics and text fields must not be framed, instead use different levels of grey to form a background if necessary.
– Letters should always be black. No white letters on dark background.
– You can choose between Arial or Helvetica. Please do not mix these fonts. The font size must be consistent.
– Like tables, figures should be left justified.
– To stress certain words or numbers use **bold** or *italic*. Please do not underline or use capitals or small caps.
– Please avoid using screenshots if possible. If screenshots must be used they should be taken with the maximum resolution possible. Please save them as a separate pixel-file.
– Please check that all figures have a **high resolution (at least 300 dpi)**.