

# Supplying text and graphics to the Joseph Rowntree Foundation for use in printed publications and online

## Text

Supply the text in MS Word. Keep formatting to a minimum.

## Tables

Tables can be typed into the Word file in the place they should appear.

## Graphics

### ***Figures (bar charts, line charts, pie charts, etc.)***

These should be supplied in Excel. Either:

1. Indicate their position in the text using a reference number that corresponds with the file name of the figure (e.g. 'Insert Figure 1 here'). Supply figures separately as Excel files, with the supporting data in table form.
2. Embed the Excel files in the Word file, while ensuring the embedded data is readable.

Figures will be re-created in a print quality format by JRF's designers, using the chart and supporting data. All figures need to work if printed in black and white – where possible, use hatched or dotted lines instead of different shades of colours.

### ***Colour digital photographs***

Supply as TIFF, EPS or high resolution JPG files, at 300–600 dpi. Indicate their position in the text using a reference number that corresponds with the file name of the image.

### ***Colour or black and white prints or slides***

Supply the original print (unless valuable or irreplaceable) and JRF will scan it in. Do not supply negatives. Indicate their position in the text using a reference number that corresponds with the file name of the image.

### ***Maps***

Maps can be particularly problematic. It is important to send a sample as early as possible; JRF can then identify the best format for your map.

If supplying a map electronically, use either WMF or EMF format if possible.

If your map is fairly simple it is often easiest for you to provide a hand-drawn sketch, which JRF's designer will redraw.

### ***Line drawings***

These should be supplied either as original copy, to be scanned in by JRF's designer, or as Bitmaps (BMP) or TIFFs, at a resolution of at least 600 dpi.