



## GUIDELINES ON PREPARING

### AAPM REPORTS FOR ONLINE PUBLISHING

(Reports Not Printed in *Med Phys* or *JACMP Journal*)

#### SEND CORRECT FILE FORMAT

- Medical Physics Publishing needs a Word file and a PDF copy (with embedded fonts) of each report.
- The PDF file is used to verify any Greek symbols, equations, etc. that might change or disappear due to missing fonts.

#### KEEP FORMATTING TO A MINIMUM

- Reports should be formatted as little as possible since page layout software will override formatting variations.
- Use  $8\frac{1}{2} \times 11$  pages with one-inch margins, no headers, double spaced, and familiar text fonts like Times New Roman.

#### SUPPLY ELECTRONIC GRAPHIC FILES

- Figures may be embedded in the text for guidance on where they should appear in the finished document, but figures must also be supplied as **high-quality electronic files** in the formats TIFF, EPS, WMF, EMF, PICT, or PPT. **No GIFS.**
- Electronic graphic files must be at least 300 dpi.
- The best charts come from “vector” files like WMF, PPT, VSDX, and PDF because these formats preserve lines, shapes, and text for sharp reproduction.
- If you create your own graphics, print them in black-and-white to confirm that the colors you used also convey their information in black-and-white. If not, revise your color scheme or use dashed/dotted lines, geometric shapes, etc. to identify points and lines.

#### SUPPLY TABLES IN ELECTRONIC FORM

- Table text can best be captured without scanning or rekeying if we are sent electronic files.
- Many reports come as PDF files. Send those and we can pull tables directly from them.