



RHETORIC SOCIETY QUARTERLY

File Uploading Guidelines for Manuscript Submissions

This document is a guide to the different file formats and types of images that can be uploaded during submission.

Please pay careful attention to (a) which document and image formats are preferred, (b) any specific required attributes for those files, and (c) the restrictions on certain file types.

Document File Types

| Acceptable Filetypes | |
|---|---|
| Microsoft Word: .doc <i>not</i> .docx | ◆ Manuscript Central automatically converts your file to a PDF for peer review. Please do not submit PDF files. |
| Rich Text Format: .rtf | ◆ Encrypted or password protected files will not convert. |
| Convert to .doc | ◆ Standard serif fonts (Times New Roman, Garamond, Palatino) convert best for readability. |
| When saving these files for upload, please choose "Save As" and select .doc : | ◆ If you use unique fonts, embed them in a .doc file (you cannot embed fonts in an RTF file). Proprietary WordPerfect fonts (beginning with "WP ...") will not convert. |
| Microsoft Works (.wps), Open Office (.odt), Microsoft Office 2007, 2008 (.docx). | ◆ For Microsoft Word 2007 & 2008 users: Manuscript Central's software cannot convert the default .docx files. When saving a file for upload, please choose "Save As" and select .doc. |

Image File Types

For Peer Review: Embedded .jpg files are acceptable.

For Publication: Tables, figures, and illustrations (line drawings, halftones, photos, etc.) should be clean originals or digital files. Digital files are recommended for highest quality reproduction and should follow these guidelines:

- ◆ 300 dpi or higher
- ◆ Sized to fit on journal page
- ◆ EPS, TIFF, or PSD (Photoshop) format only
- ◆ Submitted as separate files, not embedded in text files

Although Manuscript Central will accept uploaded JPG, GIF, and BMP files, these are generally considered unacceptable for publication purposes, as they use either a limited color palette, lossy file compression (blurring the image), or both.

Nearly all artwork/image creation and scanning software is capable of saving files in TIFF format (look in "Save As" or "Export" options in the "file" menu), and if you create the kind of image requiring an EPS file, nearly ALL line-art/composition art software packages are capable of saving files in EPS format.