

Preparing Graphics (Figures) for TESL-EJ Manuscripts

Since TESL-EJ is published in HTML format, manuscripts with Microsoft-generated graphs cannot be uploaded until the graph is converted into a flat graphic in .png or .jpg format.

Graphic creation and submission process.

- 1 Select best graph style.
- 2 Create the graph chart.
- 3 Enlarge the font size if it is too small.
- 4 Make sure that the data points are clearly labeled.
- 5 Add a meaningful title to the graph.
- 6 Do NOT add the figure number to the graph itself since it will appear in text below the figure.
- 7 Select the entire graph and copy it with CTRL/CMD+C
- 8 Paste it into your manuscript using “Paste Special” and selecting PNG format
9. Right-click on the figure and then under “Size and Position” select “In line with text”.
(If the graphic seems to have disappeared, you may have selected “Exact” rather than “Single” for line spacing in “Paragraph/Indents & spacing”.)

Please, however, save your original graph since we might ask for modifications to it, such as an enlarged font size, a change in the colors used, etc., which requires manipulation of the original figure.

Below are comments on some of the steps mentioned above.

3 Enlarge the font size. & 4 Make sure that the data points are clearly labeled.

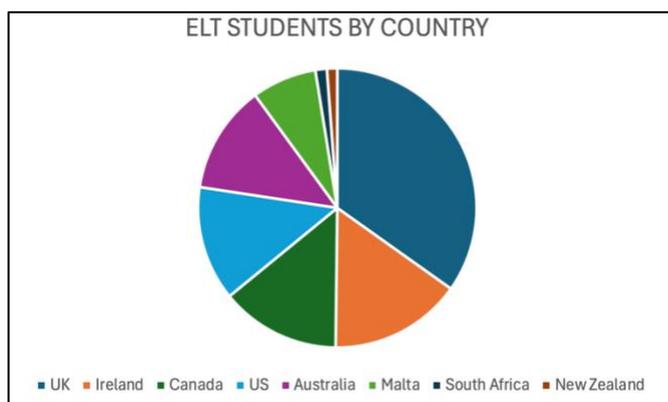


Figure 1a - Poor

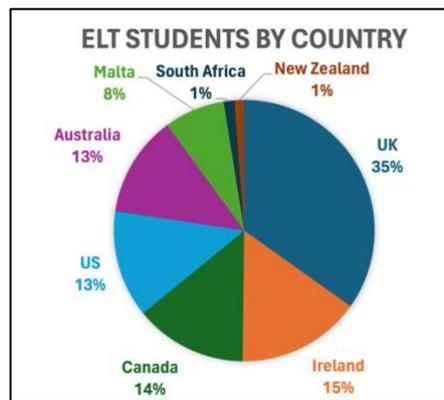


Figure 1b - Clearer

Make the text of the various elements in the graphic as large as possible for greater readability. Compare these two figures. **Figure 1b**, with a larger font size for the country names, is much more reader-friendly. Also, In **Figure 1a**, the only way to understand which country is represented is by identifying the corresponding color. Whereas in **Figure 1b**, the labels located near the corresponding segments make the process less confusing.

Furthermore, since TESL-EJ publishes its PDF version with grayscale graphics identification by color is no longer possible. See **Figure 1c** below

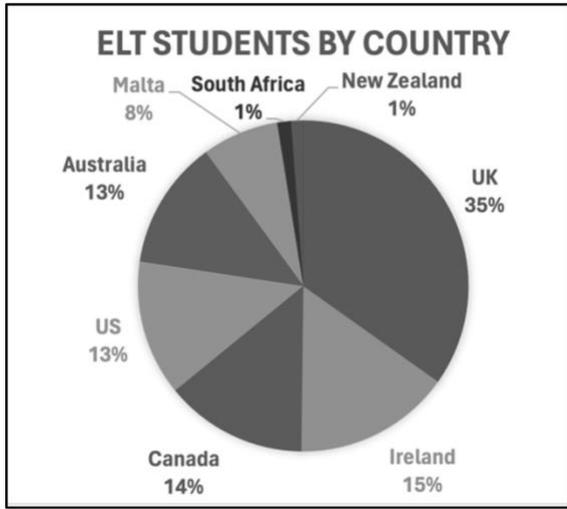


Figure 1c – Grayscale

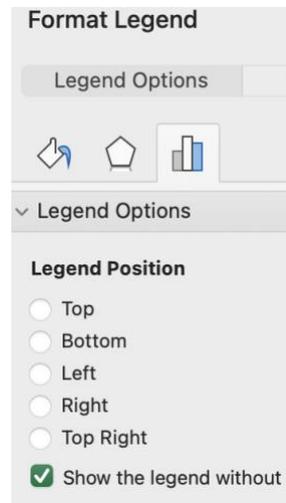


Figure 2 - Legend selector

As can be seen in **Figure 1a**, the default location of the legend in Excel is at the bottom of the figure. If you cannot label the sections as illustrated in Figure b, select the upper right of the figure

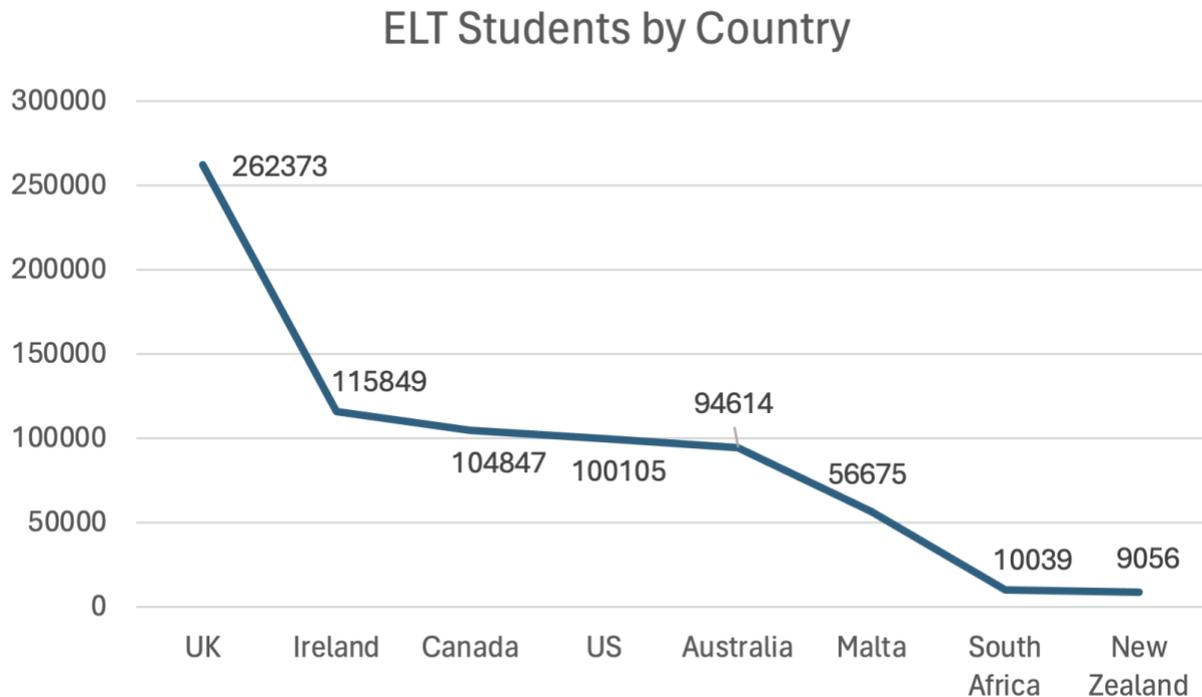


Figure 3

Figure 2 and Figure 3 display the same data with a line graph and a bar graph, respectively.

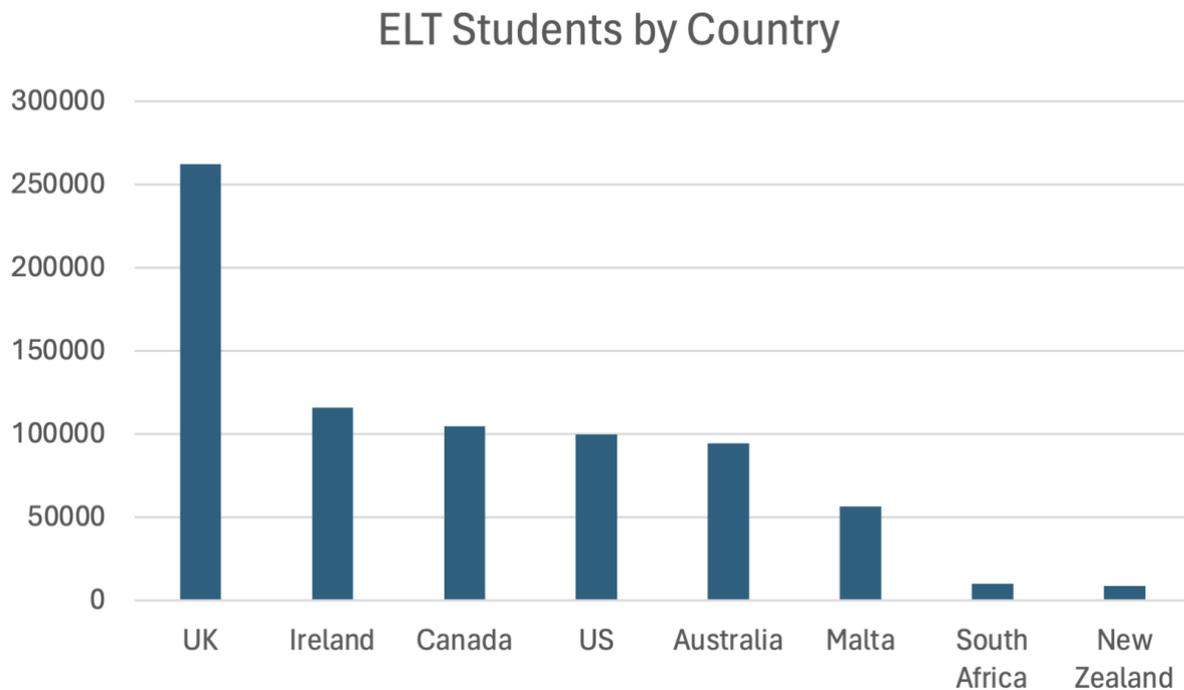


Figure 4

Converting Your Graph to PNG

- 7 Select the entire file and copy it with CTRL/CMD+C.
- 8 Paste it into your manuscript using “Paste Special” and select PNG format (**Figure 5**).

Note that the “Microsoft Excel Chart Object” and “Microsoft Office Graphic Object” choices both include the underlying data and allow the figure to be edited within the manuscript. This might result in accidental, undesired changes to the layout.

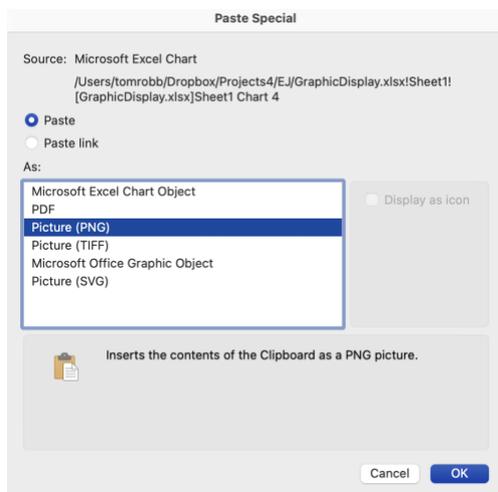


Figure 5 – Select “Picture (PNG)”