

FAQ

Q: Is it okay for me to share student work (e.g., posters, samples from lab reports)?

A: Yes, if the following are met:

- (1) The students must consent. The author needs to contact the student(s) and get permission, and then state that the student(s) gave their permission to share their work.
- (2) Their names must be redacted from the work. If using pseudonyms, please state.

Q: Can I use pictures of students for my Primary Image (or in the manuscript documents)?

A: Students must consent to having their images used. The author needs to contact the student(s) and get permission, and then state that the student gave their permission to have their image shared. Please also provide credit for the image (e.g., Photo credit: Taken by author J. Doe). If the image of students is a stock/ online photo, then only image credit is needed (e.g., Photo credit: Image of students working is open source from URL). Please see the manuscript templates for more information about copyrighted content.

Q: How do I make high-resolution figures for publication?

A: PowerPoint and Google Drawings are excellent platforms to design figures.

PowerPoint

- Slides serve as a canvas to make your figures. Use the Drawing tools to place shapes, lines, text boxes, etc. You can make custom adjustments to the shape of many objects by right clicking and selecting “Edit Points.” Tracing an image can easily be done with the Freeform object. After making the initial shape, use “Edit Points” to fine tune your shape. You can align objects to the slide or each other by selecting them and using the “Arrange” function in the Drawing tools. Grouping objects can also be found under this dropdown as well as right clicking an object(s). If you have a lot of objects on your slide, click on “Select” under Editing then “Selection Pane.” This will enable you to select objects, change stacking order, and see how objects are grouped.
- Graphs from Excel can also be copied over (select Keep Source Formatting & Embed Workbook). This is especially useful for making a multipart figure or a better legend.
- Once you’re done, select everything on the slide that makes up your figure. Right click on your figure, select “Save as Picture...”, and then save as a PNG file.

Google Drawings

- This functions almost identical to PowerPoint, except it is free.
- After making your figure, select File > Download > PNG image (.png)