

CONDITIONS:

Authors are entirely responsible for the figures. *Check List* Managing Editors will not start peer-review process if figures submitted do not follow the rules described below.

Text reference to the figures:

- Figures should be numbered consecutively and their legends should be placed in a separate page after tables.
- Figures should be referred to in the text as Figure 1, Figures 2 and 3, Figures 2-5, Figure 4A (not Fig. 1, figure 1, fig. 1, or Figure 4a).

Technical Information's:

- All figures must be sent in separate files. Please, try not to exceed 1 Mb per file (if necessary use data compressors and send as .rar or .zip files).
- Use *sans-serif* font (such as Arial) with enough size to allow good readability.
- Photographs and drawings must be sent as 150 or 300dpi CMYK or RGB Color or Grayscale JPEG (.jpg) or TIFF (.tiff) files.
- Line vectors, such as maps, must be sent as CMYK or RGB Color or Grayscale EPS (.eps) files.
- Two kinds of figures are allowed: one or two columns; respecting exactly 87 mm (one column) or 180 mm (two columns) wide. Figures can not exceed 260 mm height.
- All figures must be merged into one single layer.
- Please name your figure files with the convention: "CorrespondingAuthorSurname_fig1.jpg".
- The use of professional software's is strongly recommended in order to get better results.

TIPS TO THE EDITION OF FIGURES TO BE PUBLISHED IN CHECK LIST: a step by step to makes your *Check List* editor happy.

1. The first step is to create your figure with the appropriate inputs. Use the following: (I) Color model: RGB, CMYK or Grayscale; (II) Resolution: 150 or 300dpi (dots per inch, *i.e.*: pixel/inch); (III) Size: one or two columns figure (one column figure must have exactly 87 mm width and two columns figure must have exactly 180 mm width; both, one or two column figures can not exceed 260 mm height); (IV) Background: prefer white color to the background.

2. The second step is to put all photographs and/or drawings in the position you want in the figure. Prefer to use the "Place" option in stead of copy and paste.

3. After placing all photographs and/or drawings of the figure, you should move each one to the correct position in the figure.

4. The fourth step is to identify each photograph and/or drawing with a letter (A, B, C, etc.). We suggest you to create a new layer to put all the text (follow the instructions described in step 2 to create this layer).

5. After placing and identifying all photographs and/or drawings of your figure, you can crop the image horizontally. Do not crop the image vertically to respect the size (one or two columns) chosen in step 1.

6. Save a backup file in native file format of the software you are using. This is important to future corrections in the figure.

7. Merge all layers into a single layer.

8. Export your figure to an appropriate file format (JPEG, TIFF, or EPS) to submit it to *Check List*.

Important remark: adjustments in photograph and drawing are usually necessary. Perform the adjustments of color balance, brightness, contrast, and levels in the original files before creating the figures to *Check List*.