

### Best Practices

- The diagram was made as compact as possible while still being easy to read and interpret.
- The graphic does not contain additional details or entities that have nothing to do with the purpose of the diagram.
- If the figure is scaled from its original size, ensure the criteria in this checklist are still met.
- All colors are distinguishable and provide adequate contrast when displayed in both color and grayscale.

### Content

- All label items (text, lines, etc.) have sufficient contrast against the background to be easily read and distinguished. Consider highlights, outlines, or color changes to help.
- The value of all numerical data is properly and clearly conveyed (color bars, labels, axes, etc.).
- All axes, dimensions, numerical data, etc. are labeled and given proper units.

### Formatting

- All fonts are large enough to read easily, but are not overbearing. Usually 10 to 18 point.
- All lines are wide enough to be easily visible, but are not overbearing. Usually 0.75 to 4 point.
- If possible, the *xyz* dimensions of objects and images are scaled equally so as not to distort the object or image. In MATLAB, this is done with `axis equal tight`.

### Layout

- There are no large blank spaces that give the diagram an awkward feel or are an inefficient use of space.
- The diagram is well-organized, well-planned, and is not too busy.

### Numbers & Equations:

- All equations use correct fonts (Greek, Times, special symbols).
- Only variables are italicized, and nothing else.
- All inline fonts use horizontal only formatting for fractions.
- There exists a space between a number and its unit (i.e. 2.4 mm instead of 2.4mm).
- Units are consistent throughout the document (i.e. don't switch between inches and centimeters).

### Quality

- All important entities in the diagram are easily distinguished, are identified, and are labeled.
- The graphics are not pixelated in their final form and are of sufficient resolution. Use at least 120 dpi (journals usually require 600 dpi) and/or vector graphics.
- All colors are professional looking. Grayish or pastel colors are usually best.

I have meticulously reviewed my graphic and/or diagram and I hereby certify that all of the above criteria are met or exceeded.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date