

Best Practices

- Graphic is as compact as possible while still being easy to read and interpret.
- Graphic does not contain extraneous details that have nothing to do with what the diagram is meant to convey.
- Ensure the graphic is evaluated by this checklist in its final size, resolution and placement.
- All colors are distinguishable and have adequate contrast when displayed in both color, grayscale, and black and white.

Content

- All annotations (i.e. text, lines, highlights, 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 be 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 graphic.

Layout

- There are no large blank spaces that give the graphic an awkward feel or use space inefficiently. Using space is equally distributed throughout the graphic and flows nicely.
- The graphic is well-organized, well-planned, and not too busy.

Numbers & Equations

- All equations use correct math formatting.
- All equations use correct fonts (e.g. Greek, Times, special symbols).
- Only variables are italicized (except uppercase Greek letters) and nothing else.
- All inline equations have correct formatting. For example, fractions should be horizontal (i.e. use $\pi/2$ instead of $\frac{\pi}{2}$) and exponents should not be written as superscripts (i.e. use $\exp(jkz)$ instead of e^{jkz}).
- 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. do not switch between inches and centimeters).

Quality

- All important entities in the graphic are easily distinguished, are identified, and are labeled.
- The graphic is of sufficient resolution not to be pixelated. Use at least 120 dpi (publishers sometimes prefer 600 dpi) and/or vector graphics.
- All colors are professional looking. Grayish and pastel colors tend to look best. Research bright colors for highlights or other special purposes.

I have carefully reviewed my graphic and certify that all the above criteria are met or exceeded.

Signature

Date