

JPUR Submission Guide

Image format:

- 300 dpi or higher at 4x6in
- Any file format except PNG
- Do NOT embed in Microsoft Word – Send as SEPARATE files
- Charts must be 600 dpi or higher
- Obtain permission if you don't own the photo
- Include a caption for your image in your Word document that contains your snapshot/article

Guidelines for naming image files:

- Images: YOURLASTNAME_Figure1
- For headshots (articles only): YOURLASTNAME_Headshot
- For Advisor headshot (articles only): YOURLASTNAME_Headshot_Advisor

Guidelines for submitting documents

- Submit all of your textual components in a single Word document
- File naming for snapshot: YOURLASTNAME_Snapshot
- File naming for article: YOURLASTNAME_Article