

Department of Obstetrics & Gynecology Scientific Graphic Design Guidelines

Graphic Design is a collaborative process which often involves and requires constant back and forth communication.

*Please submit **at least 2 weeks prior** to your submission deadlines (longer if you're ideas are particularly complex or may involve 3D work).*

What to submit:

Images	Text
<ul style="list-style-type: none"> Any sketches you've made of your ideas (doesn't matter how good or bad you think they are) Any graphics that served as a basis for your idea Rough drafts made in BioRender Previous versions of graphics or figures Relevant additional figures and graphics 	<ul style="list-style-type: none"> The entire paper, manuscript or grant in pdf form (having the full context is always more helpful than a short summary of your research, aims, etc.) Descriptions of the graphic to be created or updated The purpose of the graphic or figure to be created or updated Any previously made comments or concerns on figures Dates and deadlines Submission requirements for images (black and white, sizing, fonts, etc.) Desired type of image (e.g. 3D vs 2D)

What to expect:

Phase	Who/What/Why/When	What Anthony will provide
Rough Drafts/ Suggestions	<ul style="list-style-type: none"> Within a week of your initial contact about creating, updating or reviewing figures and graphics The first rough draft may be more or less detailed based on request/availability 	<ul style="list-style-type: none"> Quick rough sketches or drafts meant to give a very general idea of what can be made or improved Possible improvements that can be made to figures with or without my help
Idea Refinement	<ul style="list-style-type: none"> This length of this phase varies depending on the complexity of the graphic, or may be skipped entirely if the first draft is well liked You are expected to provide feedback on these drafts as we work towards creating your final graphic 	<ul style="list-style-type: none"> Multiple detailed drafts Variations of a graphic or figure if necessary Feedback on new ideas Explanations of design choices (colors, layout, order, aesthetic, etc.)
Final draft	<ul style="list-style-type: none"> By your deadline 	<ul style="list-style-type: none"> A final high quality image (300 dpi)

Factors that will be considered in prioritizing submissions:

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| <ul style="list-style-type: none"> • Due date • Order of receipt (generally, first-come, first-served) • Amount of information, examples, and rough drafts provided initially | <ul style="list-style-type: none"> • Grants higher priority than manuscripts • Departmental/institutional importance of the grant • Ease of project, update, etc. |
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Appropriateness of the document for the editing service:

Type of Document	Will it be accepted?		
	Yes	If time allows	No
Single project grants and trainee awards			
Grant in which PI has primary faculty appointment in Ob/Gyn	√		
Grant in which Ob/Gyn faculty member is only Co-I		√	
Grant in which PI has secondary faculty appointment in Ob/Gyn		√	
Fellowship/award by trainee mentored by primary Ob/Gyn faculty member	√		
Grant due in two days or fewer		√	
Multi-project grants involving Ob/Gyn faculty			
Ob/Gyn collaborative grant project submitted by another department or university	√		
Ob/Gyn project in a grant submitted by another WU department where PI has secondary appointment in Ob /Gyn		√	
Manuscripts, Research Papers, and Other Submissions			
Work done at WU, first or senior author has primary appointment in Ob/Gyn	√		
Work done when author was not affiliated with WU			√
Conference abstract, book chapter, etc.		√	
PhD student qualifying exam, thesis proposal, dissertation chapter		comments only	

How to Credit Graphic Design Work:

In the acknowledgements, for example: *“Thank you Anthony Bartley/Chrystie Tyler for designing figures/editing graphics/providing graphics suggestions/etc.”*

and/or

At the end of a figure legend, for example:

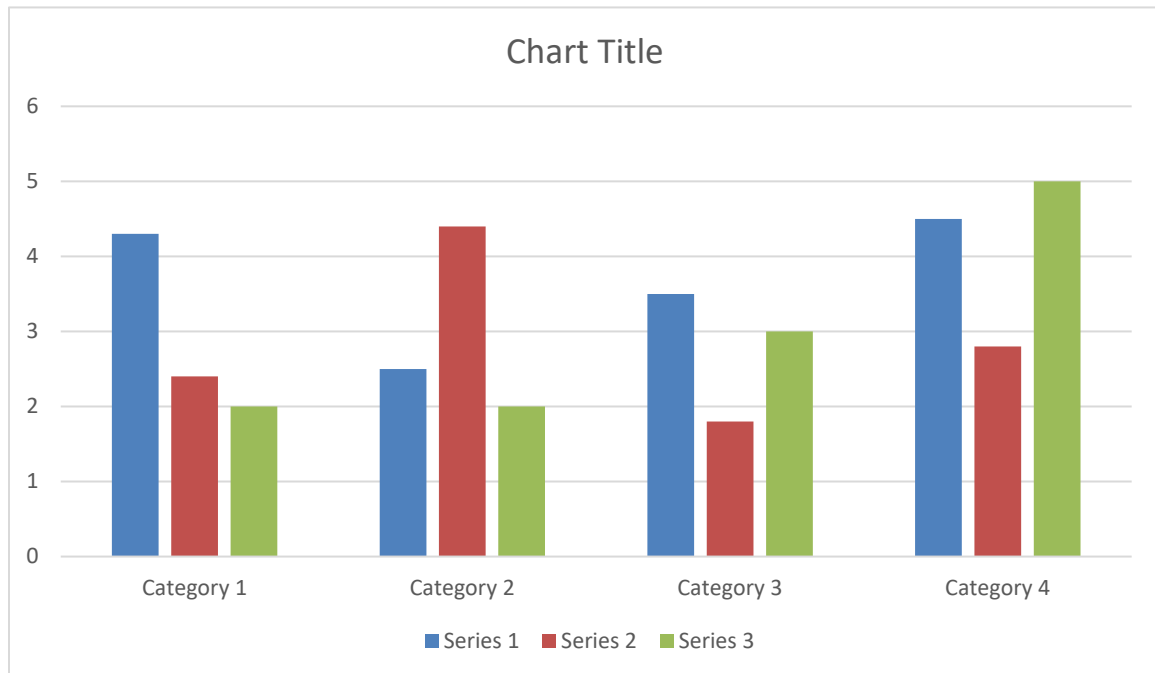


Figure 1: A) Lorem ipsum dolor sit amet, consectetur adipiscing elit B) sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Purus ut faucibus pulvinar elementum integer. ***Figure designed/created by Anthony Bartley/Chrystie Tyler***

Anthony Bartley (Full-Time Scientific Graphic Designer)

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Chrystie Tyler (Part-Time Scientific Graphic Design Intern)

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