## communications journals

## File checklist

Should you have any questions regarding this checklist, please contact the relevant *Communications* journal.

Files								
Item	Permissible file format	File name on manuscript tracking system	File type on manuscript tracking system	Notes				
Editorial Requests Table (where relevant)	.doc, .docx	Editorial Requests Table	Related Manuscript File	If you have been sent an Editorial Requests Table with your decision letter, please provide a copy, with all changes made in response to our requests detailed in the right-hand column.				
Cover letter (optional)	.doc, .docx, .pdf	Cover letter	Author Cover Letter	Outline any additional changes to the manuscript.				
Author responses	.doc, .docx, .pdf	Response to Referees	Rebuttal Letter	Provide your point-by-point response to any issues raised by our reviewers (please include the reviewers' comments in this document).				
Article File	.doc, .docx, .tex	Article File	Article (NOT revised manuscript - marked up)	Main manuscript file must be in Microsoft Word or LaTeX format.  To ensure the swift production of your article, please ensure that Figures, Schemes, Tables, supplementary files, .bib, .bbl and any other input files for .tex manuscripts that form part of the article content have been uploaded to the peer review system, and that the citations to these items are correctly named/numbered. Missing files or incorrect citations may lead to delays or errors during typesetting.  LaTeX and Tex article source files must be accompanied by the compiled PDF for reference.				
Main Figure/Scheme File(s)	.psd, .ai, .eps, .tiff, .jpg, .pdf, .ps, .gif, .ppt, .pptx, .png, .bmp, .vsd, .cdx, .svg or .emf	Figure 1, Figure 2, Scheme 1, etc.	Figure	Each Figure and Scheme must be provided as a separate file at a minimum resolution of 300 dpi at final size. Figures/Schemes must be supplied whole, with all panels included in a single document. They appear at 9 or 18 cm width (1 or 2 columns respectively).  Figure/Scheme files must only contain images (no captions, no labels such as "Figure 1", and no page numbers). Figure and Scheme captions must instead be included within the main manuscript file, grouped together at the end of the document.  Figures must be in file type .psd, .ai, .eps, .tiff, .jpg, .pdf, .ps, .gif, .ppt, .pptx, .png, .bmp, .vsd, .cdx, .svg or .emf. We recommend using vectographic formats as these lead to higher resolution figures.  We strongly discourage the use or adaptation of previously published images (including figures from the literature, stock photos, clip art or commercial satellite and map data), but if this is unavoidable, you must request the necessary rights documentation to re-use such material from the relevant copyright holders and submit this to us alongside your manuscript. An appropriate permissions statement must be present in the relative figure caption for any third-party images.  If individuals are identifiable in images, their written permission must be provided.				
Main Table(s)	.doc, .docx, .tex	Included in Article File	Included in Article	Tables must be provided in word-editable format (Word/TeX/Excel/csv), unless scientifically meaningful colours or shading are present, in which case they will be published as a flattened image.  Tables should be grouped together at the end of the main manuscript file.				
Graphical Abstract (optional)	.psd, .ai, .eps, .tiff, .jpg, .pdf, .ps, .gif, .ppt, .pptx, .png, .bmp, .vsd, .cdx, .svg or .emf	Graphical Abstract	Graphical Abstract	To avoid typesetting errors, any graphical abstract should be provided as a separate file only and should not be present in the main manuscript file.				
Boxes (Reviews/ Perspectives only)	.doc, .docx, .tex	Box 1, Box 2, etc.	Article	Included in the main Article File in word-editable format, or uploaded as a separate Word or TeX file under the file type 'Article'.				
Supplementary Information	.pdf	Supplementary Information	Supplemental Material	Any Supplementary Figures, Tables, Methods, Notes, Discussion and References must be provided in a single file in PDF format.  Supplementary Information files will be uploaded with the published article as they are submitted with the final version of your manuscript. Any highlighting or tracked changes should be removed from the file.				

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				We recommend limiting the size of your Supplementary Information file, and each Supplementary file type listed below, to 50MB.	
Supplementary Data	.csv, .xlsx, .txt, .zip, .cif	Supplementary Data 1, Supplementary Data 2, etc.	Data Sets	Any Supplementary Data files should be supplied separately and should be labelled as Supplementary Data 1, etc. Legends for these should be given in the cover letter or Editorial Requests Table (and not in the main Supplementary Information file).	
Supplementary Audio	.avi, .mp2, .wav, .mp3	Supplementary Audio 1, Supplementary Audio 2, etc.	Supplemental Material	Any Supplementary Audio files should be supplied separately and should be labelled as Supplementary Audio 1, etc. Legends for these should be given in the cover letter or Editorial Requests Table (and not in the main Supplementary Information file).	
Supplementary Movies	3gp, asf, avi, flv, m1v, m2p, m2ts, m2v, m4a, m4v, mov, mp2, mp3, mp4, mpeg, mpg, mts, mxf, ogv, swf, wav, webm, wmv	Supplementary Movie 1, Supplementary Movie 2, etc.	Video	Any Supplementary Movie files should be supplied separately and should be labelled as Supplementary Movie 1, etc. Legends for these should be given in the cover letter or Editorial Requests Table (and not in the main Supplementary Information file).	
Supplementary Software	.zip	Supplementary Software 1, Supplementary Software 2, etc.	Supplemental Material	Any Supplementary Software files should be supplied separately and should be labelled as Supplementary Software 1, etc. Legends for these should be given in the cover letter or Editorial Requests Table (and not in the main Supplementary Information file).  In order to avoid errors in our production process, Supplementary Software files in .xml or .rar format must instead be supplied as .zip files.	
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