

Supplemental Materials (i.e., non-textual content)

You might be ready to add visual support to your article by the third heading, or you may have added some already. The third section of this template addresses the best practices for using supplemental materials when publishing with *Explorations*.

First, keep in mind that *Explorations* prefers supplementary materials created using the following software:

Microsoft Word: Excel, Word, and/or PowerPoint

Adobe: Illustrator, InDesign, and/or Photoshop

However, let us know if you used different methods or software to create your materials. **We are excited to learn** how we can best display your work and the work of others in your field.

Diagrams, Graphics, and Tables (Ds, Gs, & Ts)

Checklist:

- Did you personally create the Ds, Gs, & Ts? Y/N
 - If **yes**, what software did you use to create the Ds, Gs, & Ts? Do you have the original file format(s) in which you created the Ds, Gs, & Ts? _____
 - If you **did not** personally create the Ds, Gs, & Ts:
 - Where are the Ds, Gs, & Ts from?
 - Citation: _____
 - Attribution Statement: _____
 - Do you already have or need to obtain permission to use them? Y/N
 - Written Proof: **attachment-or-explanation**
 - Did you or will you alter the Ds, Gs, & Ts in any way? Y/N
 - If **yes**, how? _____

Photographs, Videos, and Audio

Checklist:

- Did you personally take the photograph(s), video(s), and/or audio? Y/N
 - If you **did not** personally take the photograph(s), video(s), and/or audio:
 - Do you already have or need to obtain permission to use it(them)? Y/N
 - Written Proof: **attachment-or-explanation**
 - Did you or will you alter the photograph(s), video(s), or audio in any way? Y/N
 - If **yes**, how? _____
- Do you have [all of] the original photographic, videography, or audio file(s) taken from the camera(s) or recording device(s)? Y/N
 - The original photographic file format(s) would be JPG/JPEG or RAW.
 - The original videography file format(s) would be MP4, MPEG, AVI, or WMV.
 - The original file format(s) for (an) audio file(s) would most be MP3 or WAV.
- Is the resolution of the photograph(s) at least 300 PPI (pixels per inch)? Y/N

Miscellaneous

We are always learning. If you do not know the answers to the checklist items above, or if you have a unique situation, contact us, and let us talk about how we can help you most effectively present your work.

Explorations