

Good practices towards sustainable soil and water management

ANNEX 2: Guidelines for tables, figures, graphs, photographs and maps

1. About the tables

Number the tables consecutively in the order of their appearance in the text. Each table must be referenced in the text. Tables should be numbered in Arabic numerals and grouped at the end of the text (i.e., after the reference list) on a separate page. Tables should have descriptive legends at the top. Tables should be clear and concise and the use of different units should be avoided (try to harmonize them). The *Système international d'unités* (SI) should be used for measurements and weights. The title of each table should follow the capitalization and punctuation conventions of the [FAO Editorial Style Guide: English, 2022](#) and adequately explain the contents of the table. Each table footnote should be labeled with a typographical symbol related to the title, box, or table entry. Descriptive material that does not require a specific footnote should be placed below the table as a general note rather than in the table title.

2. About figures and graphics

Number figures/graphs consecutively with Arabic numerals according to their order of appearance in the text. All figures should have a descriptive caption placed on a separate page at the end of the manuscript, immediately before the illustrations. Subtitles should be self-explanatory. Legends should not be attached to illustrations. Make sure that the image submitted is of high resolution (minimum 2400x3000 pixels), preferably in .jpg or .png format. Avoid simple copy and paste from scientific publications. If you need to use an image from a previously published work, you must ensure that you have obtained permission to use it according to copyright. Provide a permission statement for each figure/graphic, as necessary, at the end of your figure caption as "Figure provided with permission from {Copyright holder}". Retain all written permissions for use (i.e., you do not need to provide them unless requested).

3. About the photos

Photos should be high resolution (minimum 2400x3000 pixels). Avoid photos older than 10 years (do not use pictures taken before 2013) unless the image provides a comparison of long-term results. Ensure that contributing authors have ownership of the submitted photos and/or have obtained copyright permissions to use the photo. Include copyright in the photo title, followed by a brief description, location (region, country), and year if possible. Refer to the information provided above in Figures and graphics. Authors should also ensure that they have permission to use and submit photographs of all persons depicted in the photo.

4. About the maps

National boundaries should appear on the map (FAO requirement). If the map is from another publication, reference must be made to the source of the publication and copyright must be provided to secure the right to use it in an FAO publication (see Figures and graphics above).