

CHECKLIST FOR SUBMITTING AN ISSUE

A complete issue constitutes the following:

- _____ Hard copy printouts of all manuscripts and reviews.
- _____ A hard copy printout of the final table of contents.
- _____ Hard copy printouts of all tables and figures, and hard copy original figures when appropriate.
- _____ Electronic files for all of the above except where original hard copy illustrations have been provided. (See guidelines below.)
- _____ Consent to publish forms for all contributions.
- _____ Contact information for all contributors (mail & email addresses, phone & fax numbers).
- _____ Permission letters for any copyrighted material.
- _____ If there is a change to covers, frontmatter, or backmatter, please photocopy the page and submit hand-marked corrections with the issue.

Artwork/Illustration Submission Guidelines

- a) Do NOT submit color artwork files. Hard copy color photos are OK for scanning.
- b) Do NOT submit JPG files.
- c) Do NOT submit figures or examples as Word files or embedded within a Word document.
- d) Do submit grayscale files of 300 dpi or better for photos.
- e) Line art and music examples should be submitted as bitmap files at 1200 dpi or better.

Electronic manuscript submission guidelines

- a) The hard copy printout should match the electronic document completely. No hand-marked corrections should appear on the paper copy that are not in the file.
- b) Do not embed tables and illustrations in the text. They should appear at the end of the manuscript.
- c) Insert call outs where tables and/or illustrations should appear, e.g.,
<insert Table 1 about here>.
- d) Microsoft Word is the preferred file format. PDFs are not acceptable.
- e) Do not apply “styles” to the various levels of heading. Use straight Times New Roman text.