

CHECKLIST FOR SUBMITTING AN ISSUE

A complete issue constitutes the following:

- _____ Hard copy printouts of all manuscripts and final table of contents.
- _____ Electronic copies of all manuscripts and final table of contents. (See guidelines below).
- _____ Hard copy originals or printouts of all tables, illustrations, and figures.
- _____ Electronic files for all figures and illustration except when hard copies are camera ready. Tables should appear at the end of their respective manuscript file. (See guidelines below).
- _____ List of short-title running heads, if applicable.
- _____ Contact information for all contributors (mail & e-mail addresses, phone & fax numbers).
- _____ Consent to publish forms for all contributors.
- _____ 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.

Electronic manuscript submission guidelines

- 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.
- Tables and illustrations should not be embedded within the text. Tables should appear at the end of their respective manuscript. Illustrations should be submitted in hard copy or as separate graphic files.
- “Call outs” should indicate where tables or illustrations should appear, e.g.:
<INSERT TABLE 1 NEAR HERE> or <INSERT FIGURE 1 NEAR HERE>.
- Microsoft Word is the preferred file format. PDFs are not acceptable.
- Ask authors NOT to use “styles” for various levels of heading. Use straight Times New Roman text.

Artwork / Illustration Submission Guidelines (See “Photo, Line Art, & Table Specs.doc” for more details)

- Do NOT submit color artwork files. Hard copy color photos OK for scanning.
- Do NOT submit JPG files.
- Do NOT submit artwork or illustrations as Word files or embedded within a Word document.
- Grayscale files should have a resolution of 300 dpi or better.
- Line art and music examples should have a resolution of 1200 dpi or better.

**** UIP reserves the right to return any issue to the editor if it is incomplete.**