

Submitting an Issue

A complete issue constitutes the following:

- _____ Hardcopy *originals* of manuscripts and a printout of the final table of contents.
- _____ Electronic files of *copyedited* manuscripts and a final table of contents. (See guidelines below.)
- _____ Hardcopy originals or printouts of all tables, figures, and examples.
- _____ Electronic files for all figures and examples except when hardcopies are camera ready. Tables should appear at the end of their respective manuscript file. (See guidelines below.)
- _____ List of short-title running heads for articles.
- _____ Contact information for all contributors (mail & e-mail addresses, phone & fax numbers).
- _____ If there is a change to covers, front matter, or back matter, please photocopy the page and submit hand-marked corrections with the issue.

Electronic manuscript submission guidelines

- It is important to note that, while the editor will be providing electronic files of the copyedited version of each manuscript, hardcopies of the original manuscripts (the final accepted version as received from the author) must also be provided. The originals are needed so that the PE can reference authors' original intent if certain characters or formatting are unclear in the electronic copyedited files.
- Tables, figures, and examples should not be embedded within the text of the copyedited manuscripts. Tables should appear at the end of their respective manuscript. Figures and examples should be submitted as camera-ready copy or as separate graphic files (with a printout).
- Callouts should indicate where tables, figures, or examples should appear, e.g.:
<INSERT TABLE 1 NEAR HERE> or <INSERT EXAMPLE 1 NEAR HERE>.
- Microsoft Word is the preferred file format. PDFs are not acceptable.
- Authors should NOT use "styles" for various levels of heading. Use straight Times New Roman text throughout.

Figures / Examples Submission Guidelines (See "Photo, Line Art, & Table Specs.doc" for more details)

- Do NOT submit color artwork files. Hardcopy color photos OK for scanning.
- Do NOT submit JPG files.
- Do NOT submit figures or examples 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.